

CLAIM SUMMARY:

- Claim History tab
- Interested Parties tab
- Injury Details tab
- Dispute tab
 - Requesting a Voluntary Mediation on a Claim without open Disputes
- Appeal Case Information tab
 - Viewing Appeal Information
 - Submitting a Request to the WCAB
 - Appeal Brief Schedule Actions
 - Requesting an Appeal Brief Extension
 - Submitting an Appeal Brief
 - Contacting the Appeal Board

CLAIM SUMMARY CONTINUED:

- Benefits Information tab
- SFR Application tab
- Healthcare Services Requests tab
 - Viewing a Utilization Review Request
 - Viewing a Med Fee Review Request
 - Viewing an IRE Designation Request
 - Contacting Healthcare Services
- Actions tab
 - Viewing forms generated through an EDI transaction
- <u>Documents and Correspondence tab</u>
- EDI Transaction tab

DISPUTE SUMMARY:

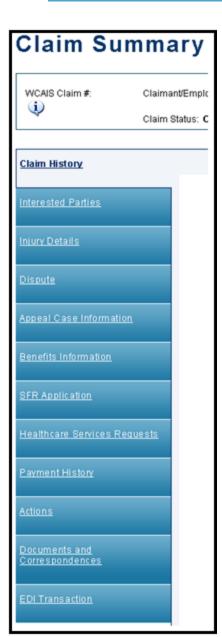
- General Information tab
 - Viewing the Dispute Business Event Log
- Interested Parties tab
 - Changing Address
- Petitions and Answers tab
 - Submitting an Answer
- <u>Hearing Information tab</u>
 - Viewing the Hearing Summary Screen
- Mediation Information tab
 - Submitting a Mediation Statement
- Exhibits tab
 - Evidentiary Record Closing Date
 - Submitting an Exhibit
 - Tips for Submitting Large Exhibits
 - Submitting Surveillance Evidence

DISPUTE SUMMARY CONTINUED:

- Witnesses tab
- Requests tab
 - Submitting a Request
 - Request Type Matters!
 - Submitting a Subpoena Request
 - Submitting a Request to the Mediating Judge
- Briefs tab
 - Submitting a Brief
 - Requesting a Brief Extension
- Decisions tab
 - Filing a WCAB Appeal
- Documents and Correspondence tab
 - Submitting a Letter to Judge

WCAIS IS THE OFFICIAL LEGAL RECORD.

CLAIM SUMMARY



The Claim Summary screen has the title in the upper left hand corner. The Claim Summary screen contains all of the information in WCAIS pertaining to a work-related injury. To upload something for a Judge to view, the user must upload it from the *Dispute Summary* and **not** the *Claim Summary*.

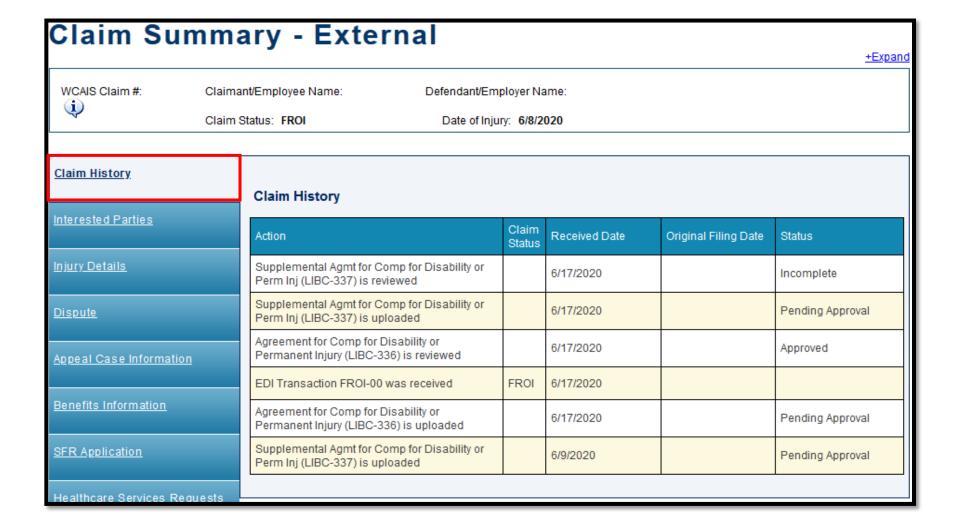
The following tabs are available from the **Claim Summary** screen:

- Claim History
- Interested Parties
- Injury Details
- Dispute
- Appeal Case Information
- Benefits Information
- SFR Application
- Healthcare Services Requests
- Payment History
- Actions
- Documents and Correspondence
- EDI Transaction

CLAIM SUMMARY:

Claim History tab

Claim History: Forms filed, conversions of the NTCP, EDI transactions, etc.



CLAIM SUMMARY:

Interested Parties tab

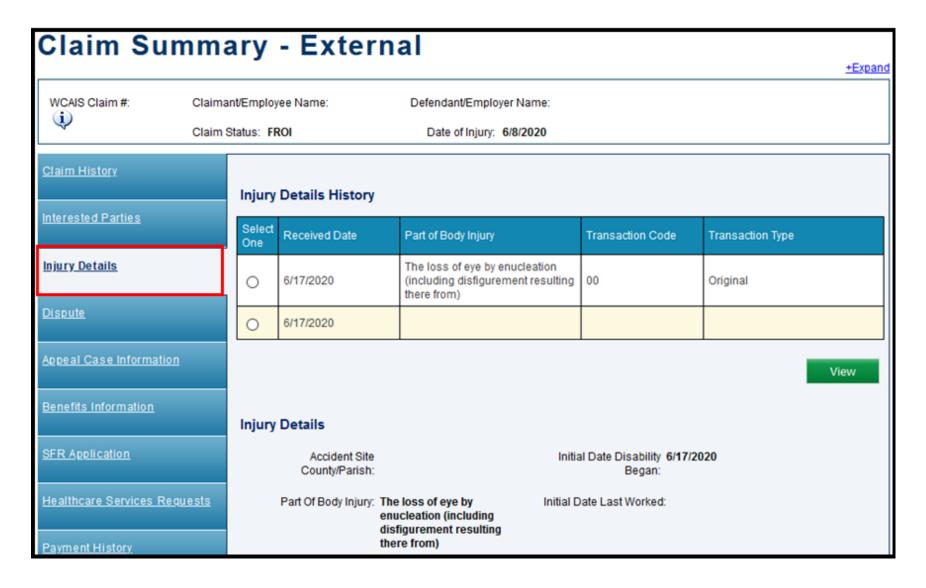
Interested Parties: Interested Parties, Associated Recipients, Additional Defendant/Employers, Inactivated Interested Parties and Dependents on the claim.

Claim Sur	nma	ary - E	xternal								
							+Expand				
WCAIS Claim #:	Claima	ant/Employee Name	: Defendant/En	nployer Name:							
(i)	Claim	Status: FROI	Date of Inju	ury: 6/8/2020							
Claim History		Self	f-Insured Employer: YES	C	e:						
Interested Parties		Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address can be updated by selecting "Change Party Info" option. A new address can be added by selecting either the "Add Party Address" or "Add Business Unit Address" options in the "Change Party Info" popup dialog.									
Injury Details		Interested Parties									
<u>Dispute</u>											
		Name	Туре	Business Unit	Correspondence Address	Email Address	Action				
Appeal Case Information											
Benefits Information			Claimant/Employee		St, Harrisburg, PA 17103						
SFR Application		ESQ	Claimant's		B 1: 04	wcais.test@gmail.					

CLAIM SUMMARY:

Injury Details tab

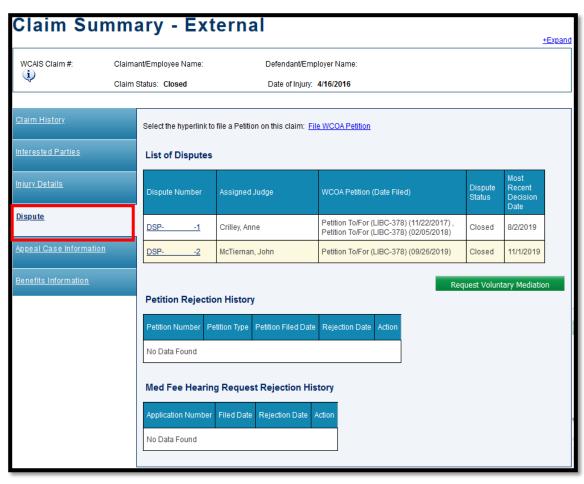
Injury Details: Injury information and descriptions.



CLAIM SUMMARY:

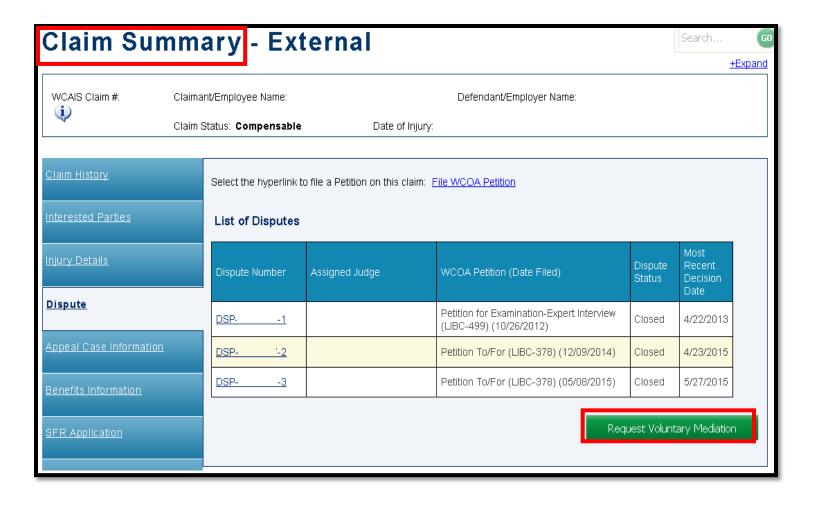
Dispute tab

Dispute: Links to any disputes within the claim; link to file a petition; a *conditional* button to Request a Voluntary Mediation on a claim that is not in litigation; and a history of rejected Petitions and Med Fee Hearing Requests.



Requesting a Voluntary Mediation on a Claim without Open Disputes

Request Voluntary Mediation on a claim that does not have any disputes in litigation from the **Dispute** tab of the **Claim Summary**.



Once the selected Voluntary Mediating Judge approves the Voluntary Mediation Request, a new dispute will be created.

Dispute	Sum	mary		<u>+Expa</u>
WCAIS Claim #:	Claima	nt/Employee Name:	Defendant/Employer Name:	
(1)	Claim S	Status: Compensable	Date of Injury: 2/1/2011	Q View Claim Summary
Dispute: DSP.	-2 (i)	Status: In Litigation		€ View Dispute Summary
General Information		Listed below are basic details for the s	View Dispute Business Event Log	
				Update Dispute Status
Interested Parties & Recipients	<u>Associated</u>	Dispute Status:	In Litigation	
Hearing Information		Assigned Judge:	Rago, Tina Maria	
		WCOA Field Office:	Philadelphia Field Office	
Mediation Informatio	<u>on</u>	Assignment County:	Philadelphia (Used Claimant/Employee Zipcode 19138)	

NOTE: The Dispute that is created will not have a Petitions and Answers tab.

CLAIM SUMMARY:

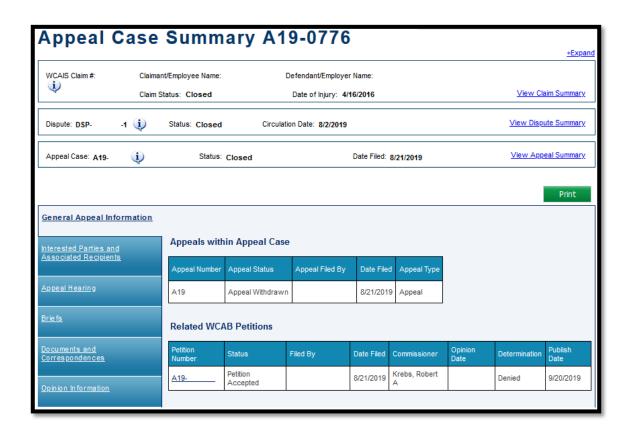
Appeal Case Information tab

Appeal Case Information: Links to any Appeals within the claim; a button to **File WCAB Appeal**; and a button to **File WCAB Petition**.

Claim Summary - External									+Expand				
WCAIS Claim#:		nt/Employee Name: Status: Closed	Defendant/Employer Name: Date of Injury: 4/16/2016								*Expand		
<u>Claim History</u>		Appeal Case Details	5										
Interested Parties		Appeal Number	Appeal Status		Appeal Filed	ed By Date		e Filed Appeal Typ		e Commissio	oner O	pinion Date	e
<u>Injury Details</u>		A19-	Closed				8/21/2019		Appeal				
<u>Dispute</u>		WCAB Petition Information											
Appeal Case Information		Petition Number	Status F	Filed By	у	Date F	Filed Comm		issioner	Opinion Date	Detern	mination	
Benefits Information		A19-	Closed			8/21/2019		Krebs, Robert A		9/20/2019	Denie	nied	
SFR Application								Fil	le WCAB A	ppeal	File	WCAB Peti	ition

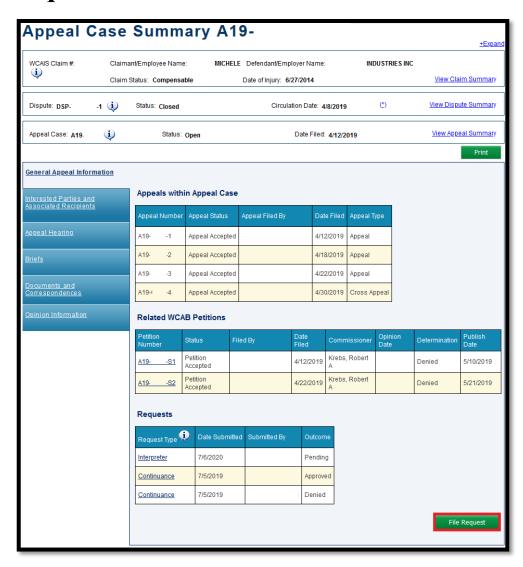
Viewing Appeal Information

When clicking a link to an Appeal, the user is directed to the Appeal Case Summary matter which has a number of different tabs along the left including: General Appeal Information, Interested Parties and Associated Recipients, Appeal Hearing, Briefs, Documents and Correspondence, and Opinion Information.

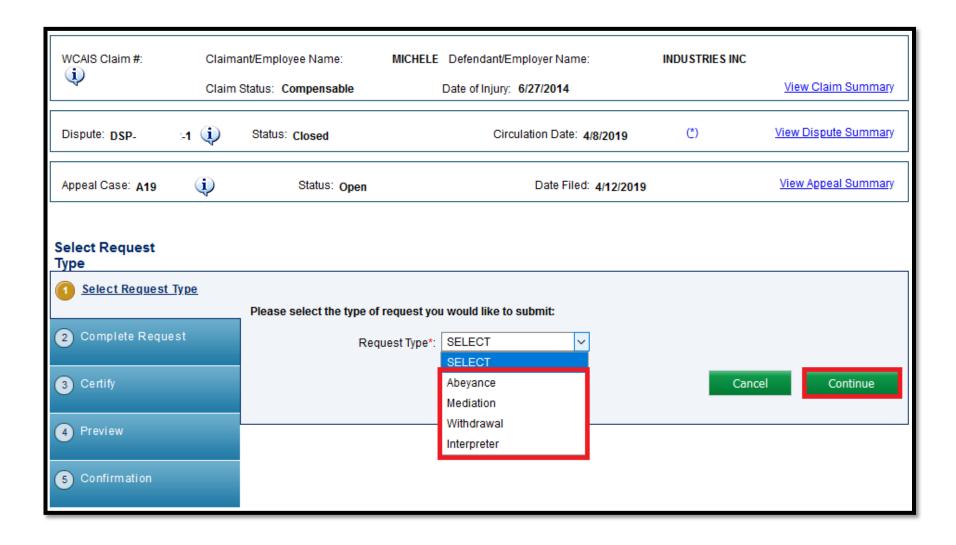


Submitting a Request to the WCAB

From the Appeal Case Summary, General Appeal Information tab, select the File Request button.



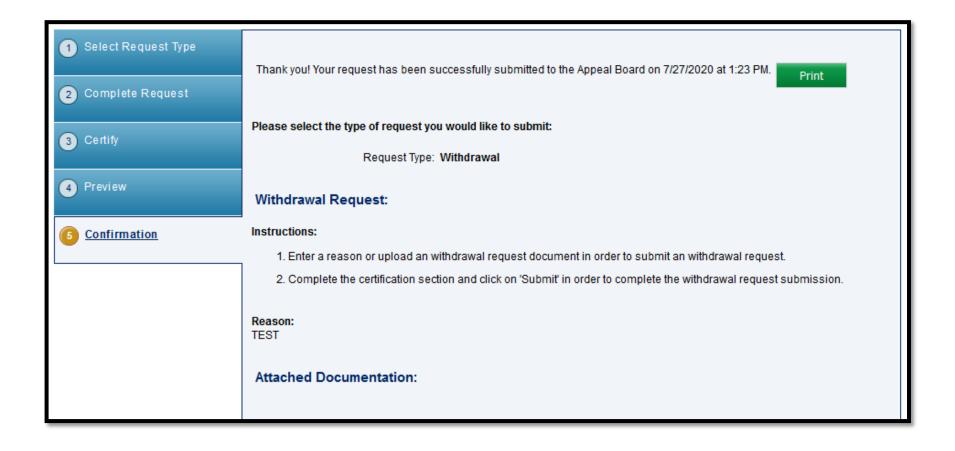
Select an option from the **Request Type** dropdown and click **Continue**.



Enter any required information and click **Submit**.

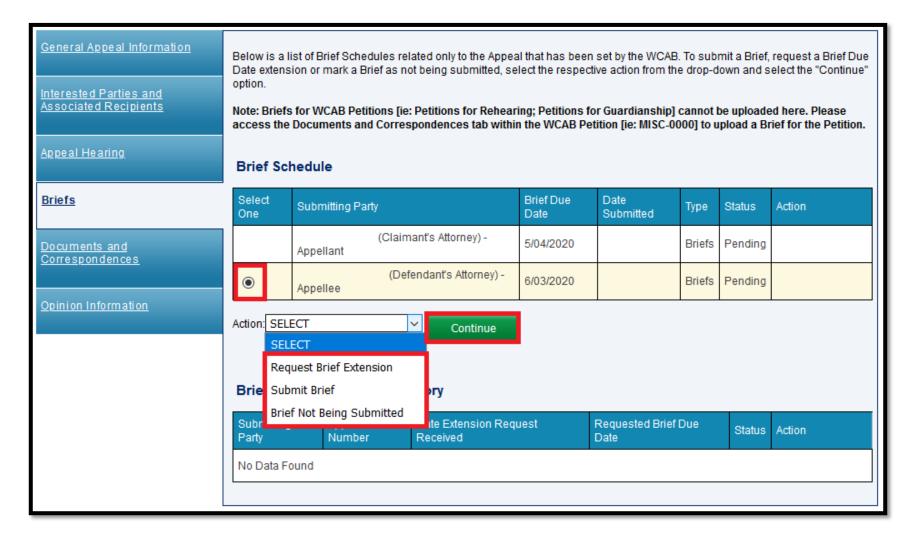


Upon the successful submission of the appeal request, the user will receive a success message.



Appeal Brief Schedule Actions

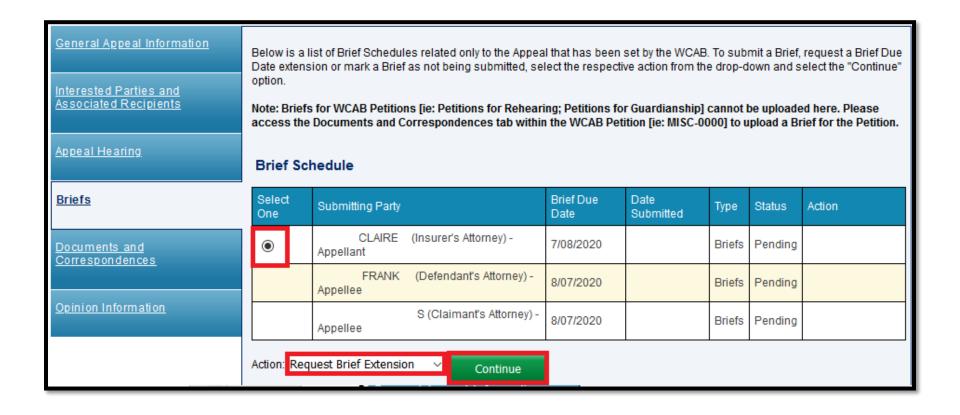
From the **Appeal Case Summary**, **Briefs** tab, select the applicable brief schedule, choose an option from the **Action** dropdown, and click **Continue**.



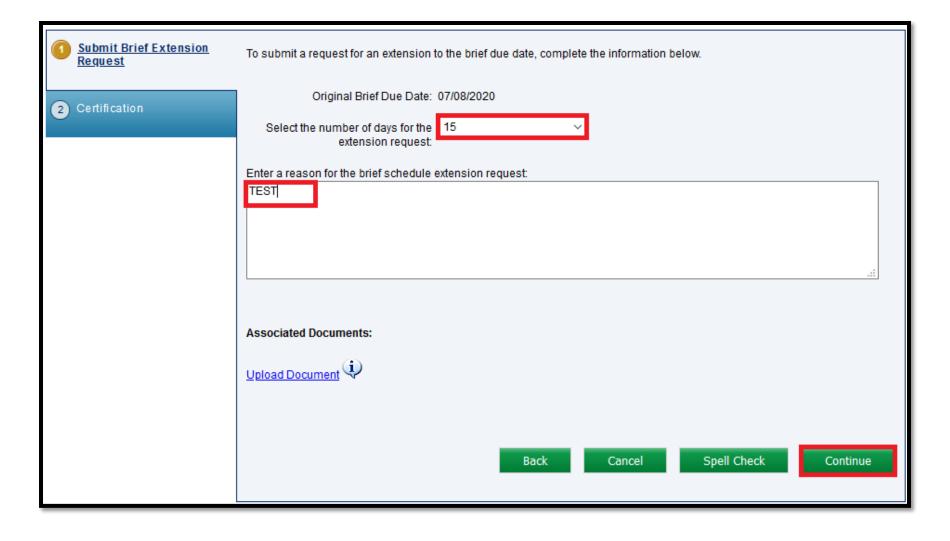
Appeal Brief Schedule Actions:

Requesting an Appeal Brief Extension

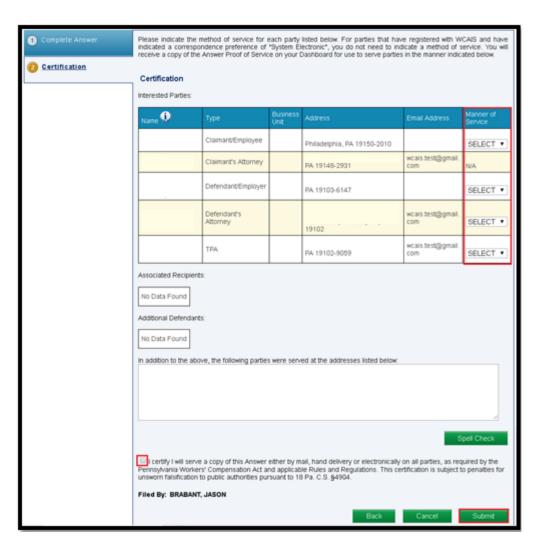
From the Appeal Case Summary, Briefs tab, select the Request Brief Extension option from the Action dropdown, and click Continue.



Enter the number of days for the extension, type in the reason, and click **Continue**.



Enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.



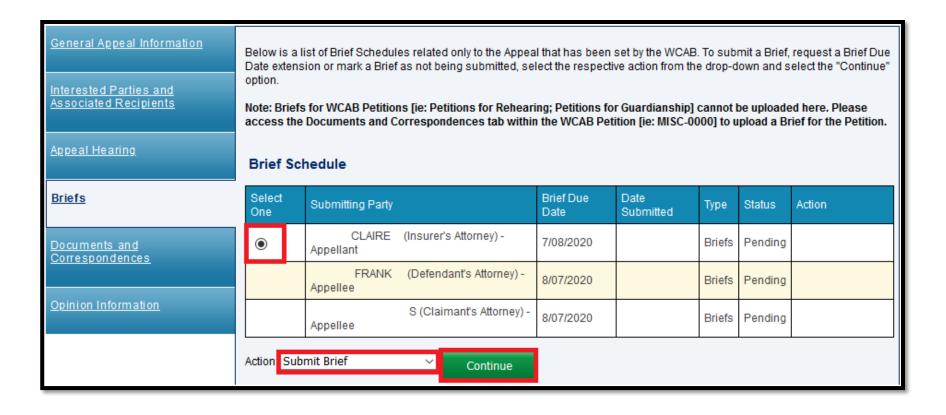
A confirmation message will appear when the request has been filed successfully.



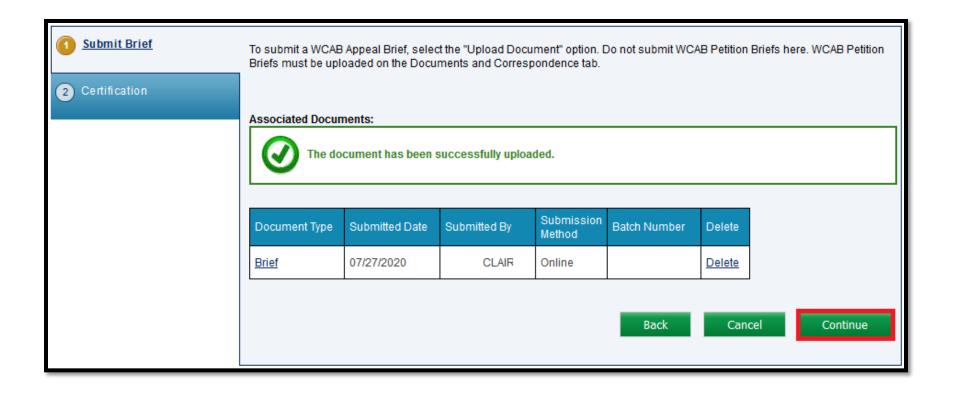
Appeal Brief Schedule Actions:

Submitting an Appeal Brief

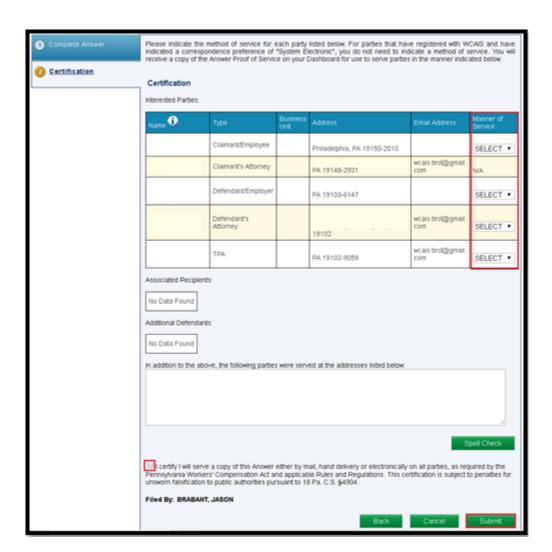
From the Appeal Case Summary, Briefs tab, select the Submit Brief option from the Action dropdown, and click Continue.



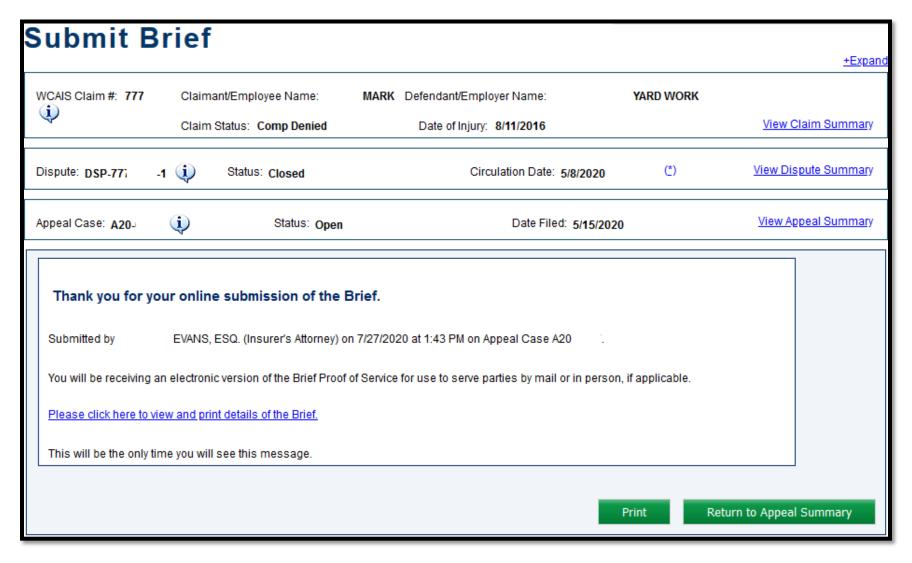
Click the **Upload Document** link and follow the prompts to upload your brief. When the document has been successfully uploaded a success message will appear, click **Continue**.



Enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.

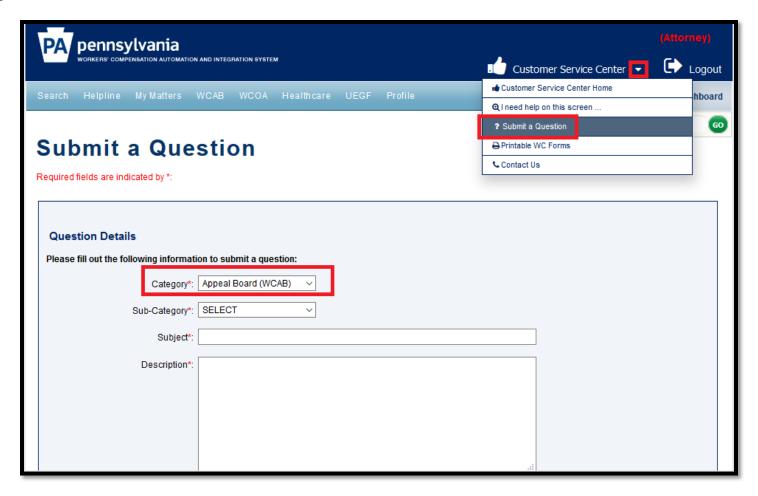


A confirmation message will appear when the brief has been filed successfully.

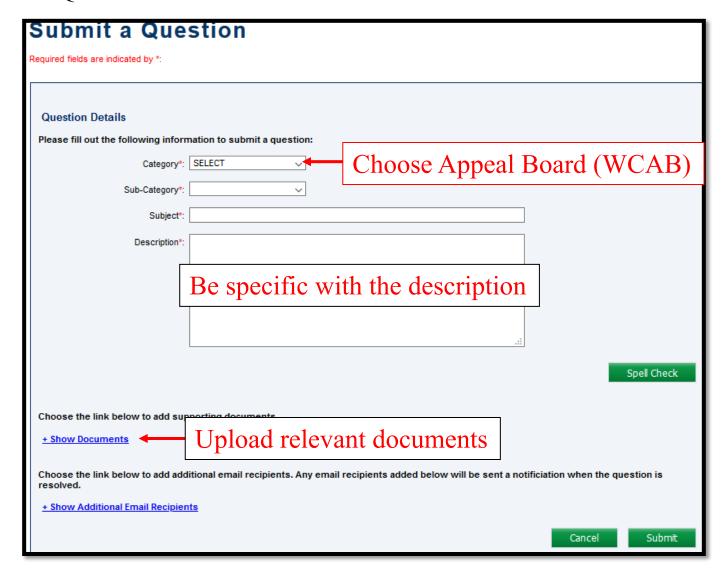


Contacting the Appeal Board

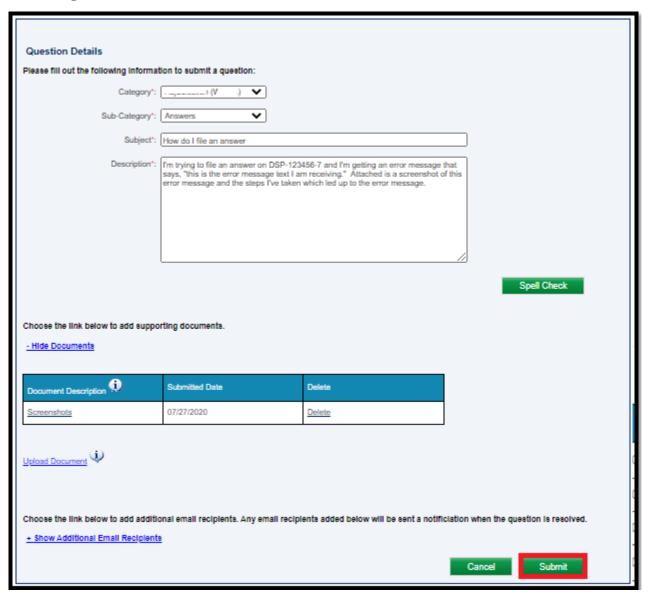
For more information regarding Appeals, contact the Appeal Board in the **Customer Service Center** on the WCAIS Dashboard by clicking the **Submit Question** option. In the **Category** dropdown, select **Appeal Board**.



After clicking the **Ask a Question** button, the user can complete the Submit a Question form:



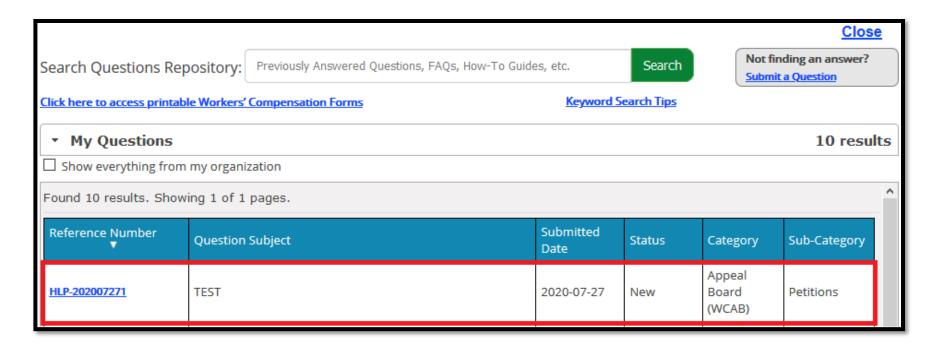
After including all relevant details, click **Submit**.



A success message with a Question Reference Number will appear.

Thank you for contacting the Workers' Compensation Automation and Integration System. Please allow up to 2 business days for staff to respond to your question. Question Reference Number: HLP-202007271 (Click to view the latest status of your Question) Additional Contact Information: Help Desk: Hours of Operation: 800-482-2383 (Toll Free Inside PA) M-F 7:30 AM to 4:30 PM 717-772-4447 (Local and Outside PA) Closed on Federal and State holidays Continue

The question will appear in the Questions Repository.



For more information on the Questions Repository, click <u>here</u>.

When the WCOA Resource Center answers your question, the Status will change to **Complete**.

Search Questions Rep	oository:	Previously Answered Questions, FAQs, How-To	Guides, etc.	Search		Clos nding an answer? t a Question	_		
Click here to access printable Workers' Compensation Forms Keyword Search Tips									
▼ My Questions						10 results			
Show everything from my organization									
			Date				^		
HLP-201702173	Defendar	nt's Appeal Brief	2017-02-17	Complete	Appeal Board (WCAB)	Briefs			

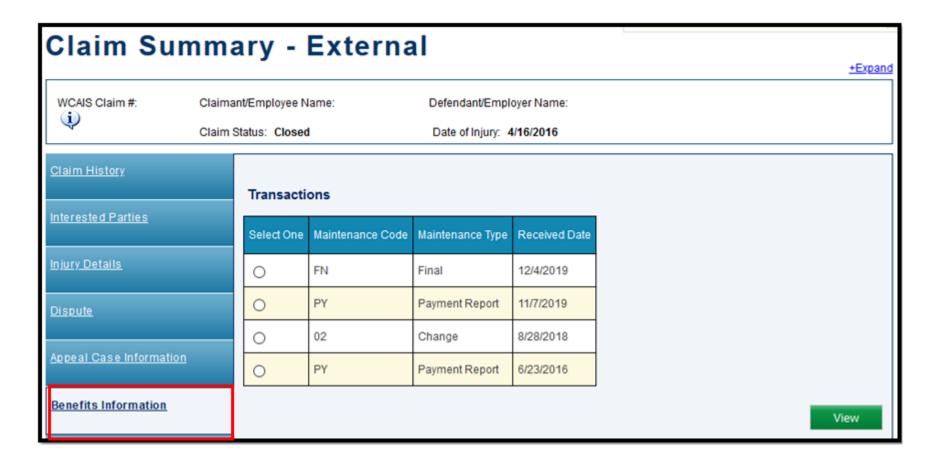
Clicking the link to the **Reference Number** will show the WCOA Resource Center's response:

Question Information Question Reference #: HLP-202007271 Status: Complete Request Date: 7/27/2020 Last Updated Date: 7/27/2020 Category: Sub-Category: Answers Subject: How do I file an answer Description: I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message. Response: I can see from your screenshots that you have not yet selected a radio button next to the petition you wish to answer. You must do that on the Petitions and Answers tab first before selecting the button to Enter Answer. Please let us know if you need anything else. Thank you,

CLAIM SUMMARY:

Benefits Information tab

Benefits Information: Benefit information such as the Initial Date Disability Began, Benefit Segments, Average Weekly Wage, and Compensation Rate are displayed.



CLAIM SUMMARY:

SFR Application tab

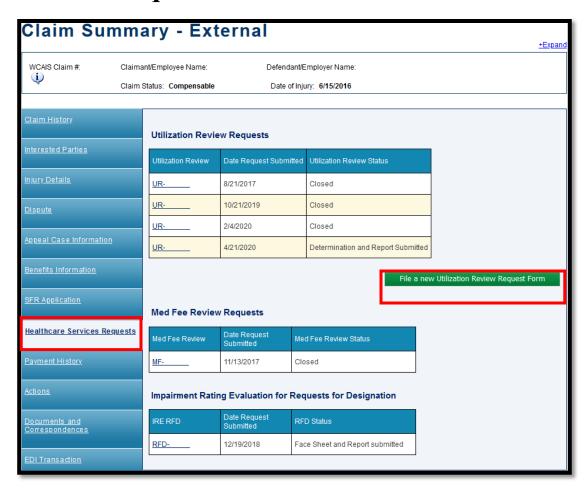
SFR Application: View and submit SFR Application (LIBC-662).

Claim Sur	mmary - External	+Expand
WCAIS Claim #.	Claimant/Employee Name: Defendant/Employer Name: Claim Status: Closed Date of Injury: 4/16/2016	
Claim History Interested Parties	Submit a New SFR Application: Please select the Submit SFR Application link to file a new SFR Application Submit SFR Application (LIBC-662)	
Injury Details Dispute	SFR Application: No Data Found	
Appeal Case Information Benefits Information		
SFR Application		

CLAIM SUMMARY:

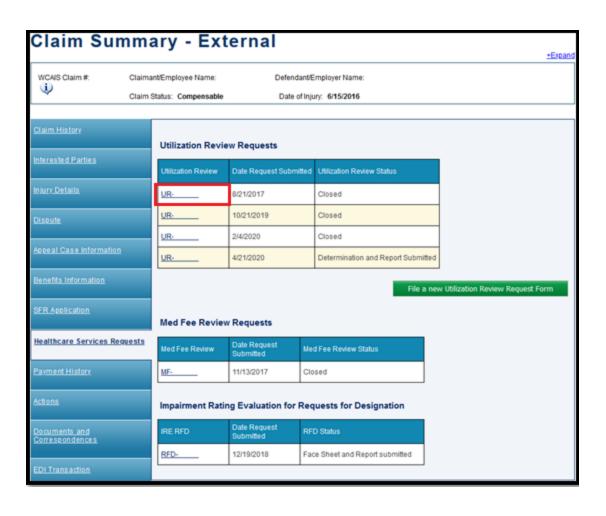
Healthcare Services Requests tab

Healthcare Services Requests: View previously submitted Utilization Review Requests, Med Fee Review Requests and Impairment Rating Evaluation for Requests for Designation; and a button to File a new Utilization Review Request Form.

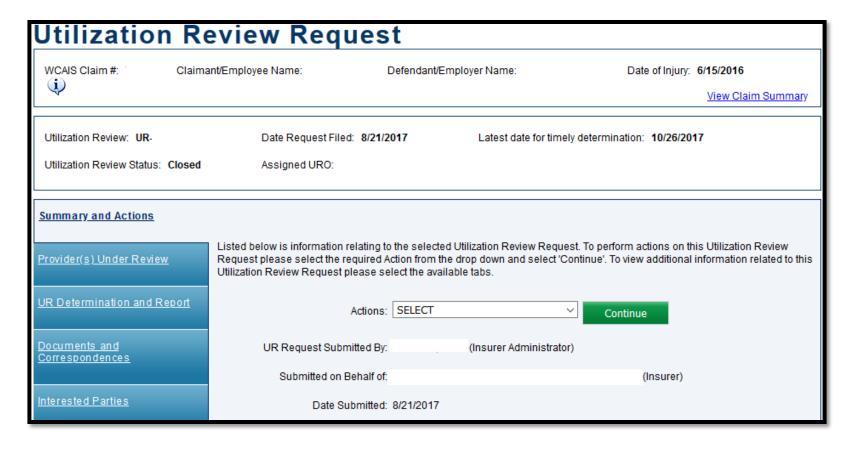


Viewing a Utilization Review Request

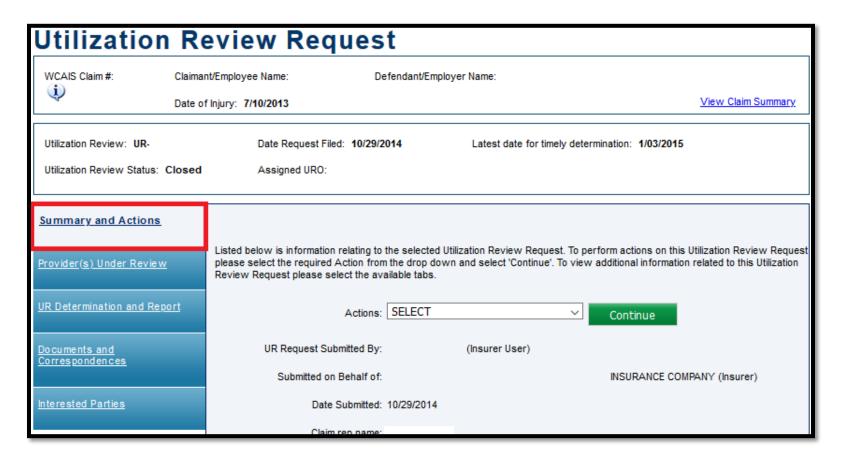
From the Healthcare Services Request tab of the Claim Summary, click the link to the UR.



When clicking a link to a UR, the user is directed to the Utilization Review Request matter which has a number of different tabs along the left including: Summary and Actions, Provider(s) Under Review, UR Determination and Report, Documents and Correspondences, and Interested Parties.



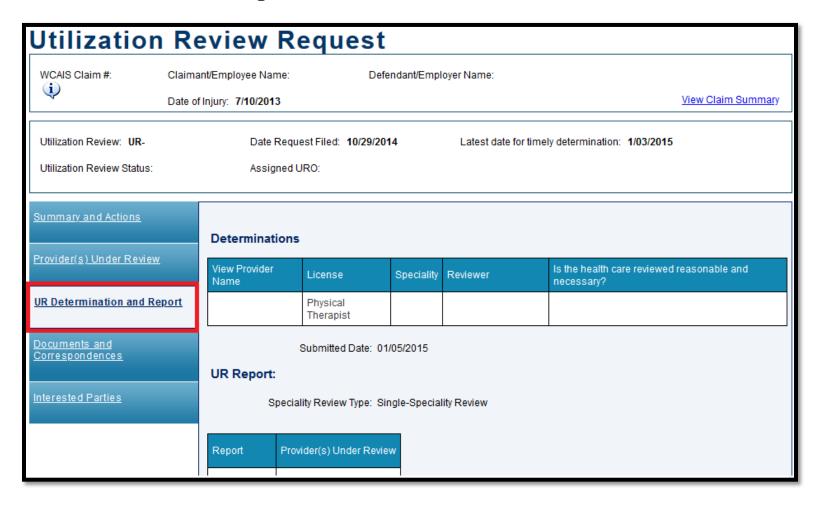
The **Summary and Actions** tab shows information relating to the selected Utilization Review Request. The following actions can be taken from the **Actions** dropdown: Resume UR Request, Resubmit UR Request, Delete UR Request, Add Conflict of Interest, Add insurer response, Submit Determination and Report, or Withdraw UR Request.



The **Provider(s) Under Review** tab shows Providers under review associated with the selected Utilization Review Request.

Utilization Review Request											
4500	ant/Employee Name: Defendant/Employer Name:										
Date	of Injury: 7/10/201	Injury: 7/10/2013									
Utilization Review: UR- Utilization Review Status: Closed	Date Request Filed: 10/29/2014 Latest date for timely determination: 1/03/2015 Assigned URO:										
Summary and Actions Provider(s) Under Review											
<u>Provider(s) Under Review</u>	Listed below a	re the Prov	viders under rev	iew associated	with this Utilizati	ion Re	view Reques	st.			
UR Determination and Report	Provider Unde Review	er	Business Address				Phone Number	Email	License#	PUR Status	
Documents and	1.	1.						Active			
Correspondences Interested Parties	Treatment to be	Treatment to be reviewed									
	Provider Under Review			Start Date of Treatment	End Date of Treatment	WCJ Circu Date	llation R	ate Bill eceived	Date Repor Received	t PUR Status	

The **UR Determination and Report** tab shows Determinations, UR Reports, and UR Determination Face Sheet(s) related to the selected Utilization Review Request.



The **Documents and Correspondences** tab shows Associated Documents and Correspondences related to the selected Utilization Review Request.



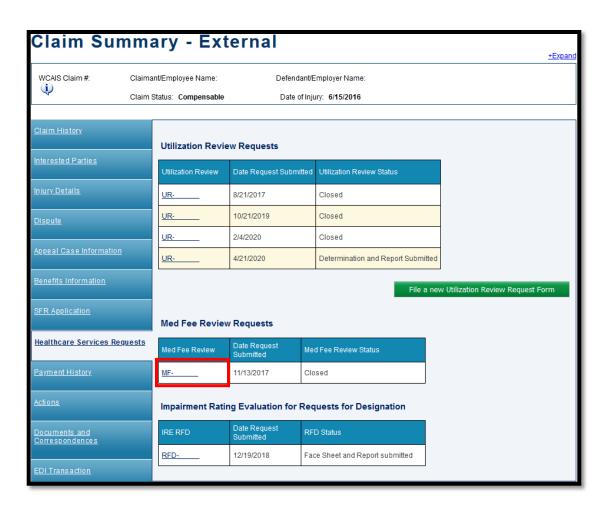
The **Interested Parties** tab shows Interested Parties and Associated Recipients for the selected Utilization Review Request. The logged-in user can also change their address on this UR by clicking the **Change Party Info** link.



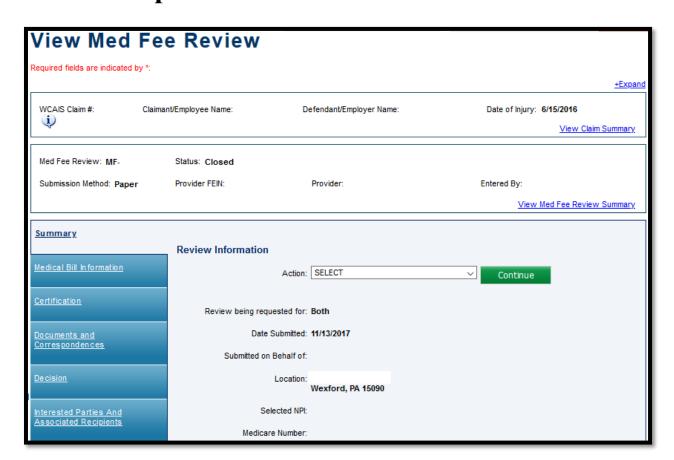
For more information on how to change an address, click here.

Viewing a Med Fee Review Request

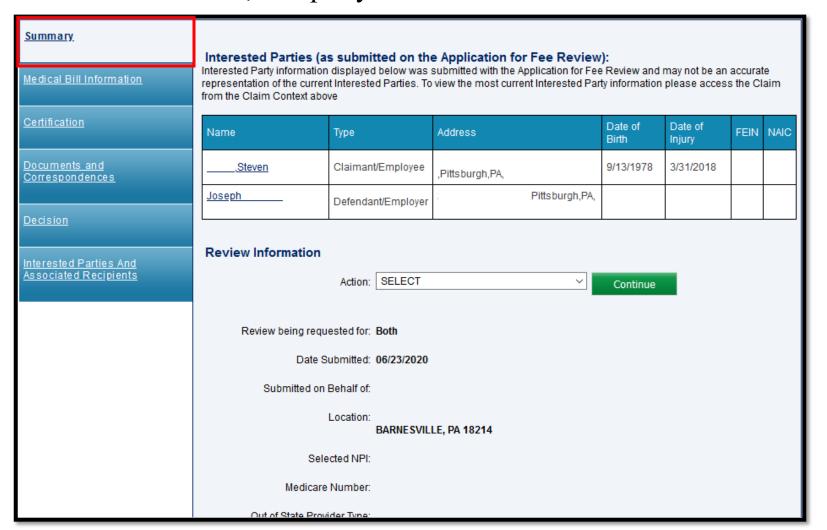
From the Healthcare Services Request tab of the Claim Summary, click the link to the MF.



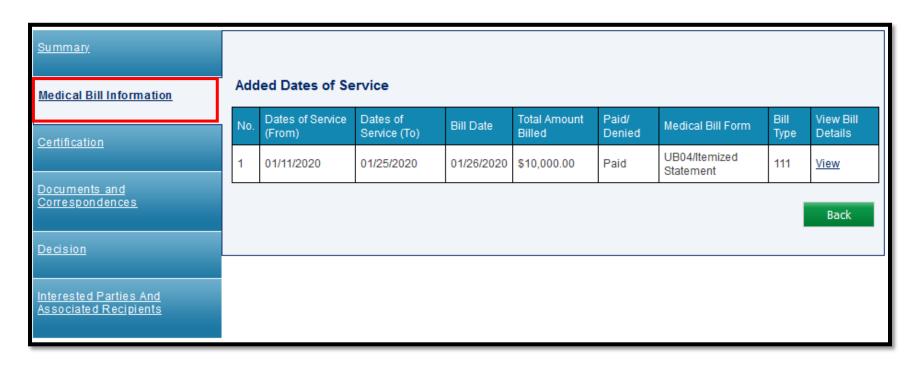
When clicking a link to a Med Fee, the user is directed to the View Med Fee Review matter which has a number of different tabs along the left including: Summary, Medical Bill Information, Certification, Documents and Correspondence, Decision, and Interested Parties and Associated Recipients.



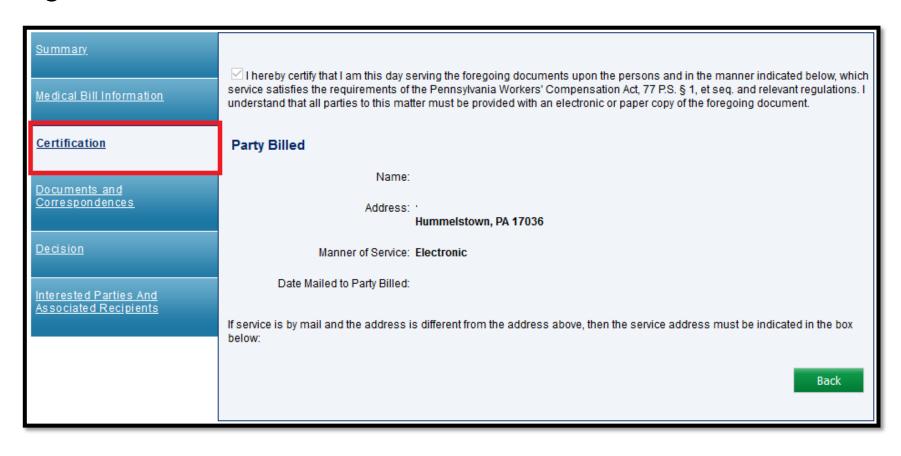
The **Summary** tab shows information relating to the selected Med Fee Review including but not limited to the reason for the review request, submitter information, and party billed information.



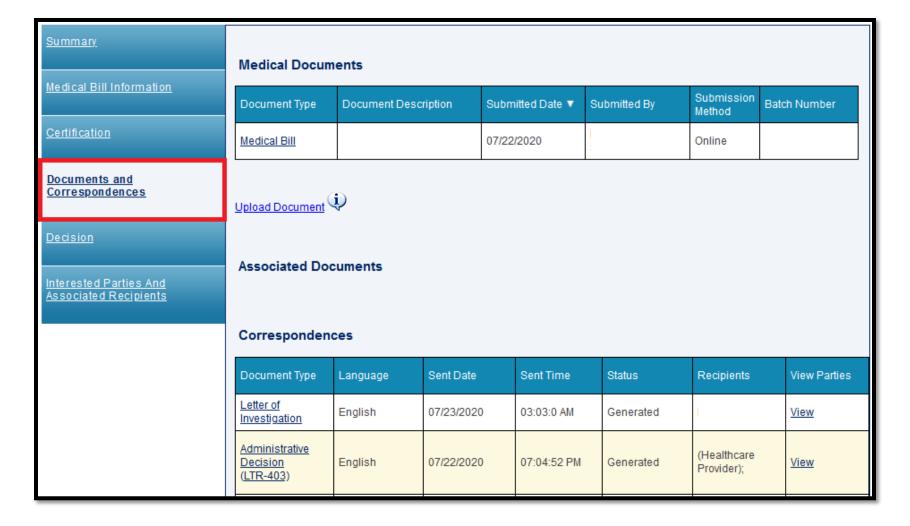
The **Medical Bill Information** tab shows information relating to the dates of service for the selected Med Fee Review.



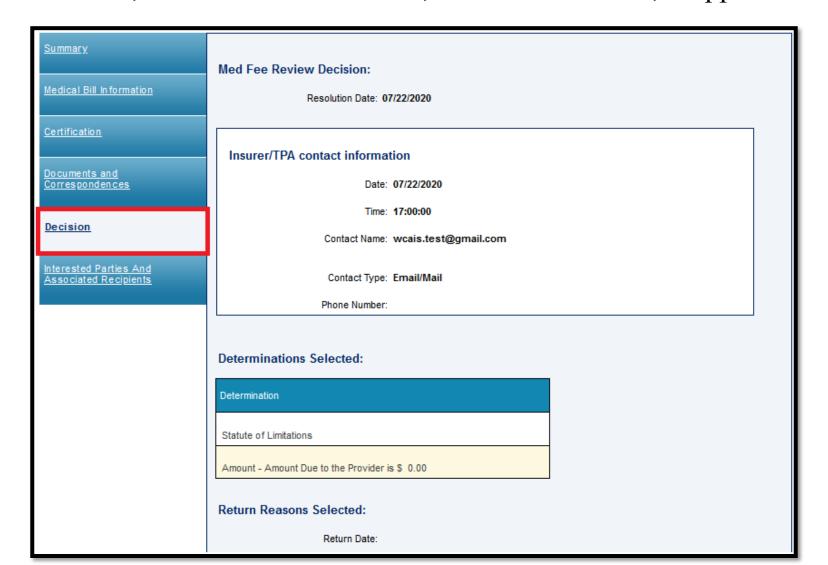
The **Certification** tab requires the user to certify that the filing is served upon persons in accordance with the Act and relevant regulations.



The **Documents and Correspondences** tab has medical documents and correspondences including but not limited to letter of investigation and administrative decision.



The **Decision** tab has the resolution date, insurer/TPA contact information, determinations selected, and return reasons, if applicable.



The Interested Parties and Associated Recipients tab has the interested parties and associated recipients related to the selected Med Fee Review. The logged-in party can change their address by clicking the Change Party Info link.

Summary Medical Bill Information Certification	Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address can be updated by selecting "Change Party Info" option. A new address can be added by selecting either the "Add Party Address" or "Add Business Unit Address" options in the "Change Party Info" popup dialog. Interested Parties									
<u>Documents and</u> Correspondences	Name	Туре	Business Unit	Correspondence Address	Email Address	Action				
<u>Decision</u>	WILLIAM	Claimant/Employee		HARRISBURG, PA 17101						
Interested Parties And Associated Recipients	ESQ (BUCHANAN INGERSOLL &	Claimant's Attorney (WILLIAM DUNN)			wcais.test@gmail .com	Change Party Info				
	ROONEY)			Pittsburgh, PA 15219-4413						
	NC LP	Defendant/Employe		HILL, PA 17011						

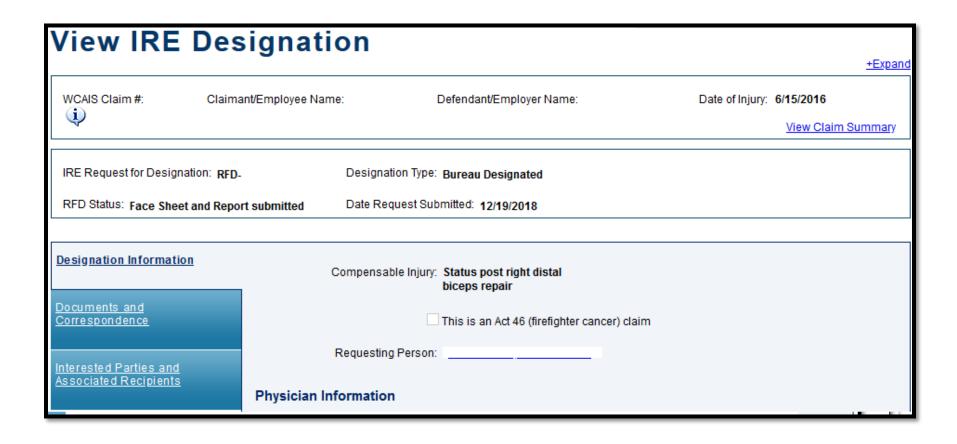
For more information on changing an address, click here.

Viewing an Impairment Rating Evaluation

From the Healthcare Services Request tab of the Claim Summary, click the link to the RFD.

Claim Summary - External						
				+Expand		
(i)	Claimant/Employee Name: Claim Status: Compensable		Employer Name: ury: 6/15/2016			
<u>Claim History</u>	Claim History Utilization Review Requests					
Interested Parties	Utilization Review	Date Request Submitted	Utilization Review Status			
<u>Injury Details</u>	UR-	8/21/2017	Closed			
<u>Dispute</u>	UR-	10/21/2019	Closed	_		
	UR-	2/4/2020	Closed			
Appeal Case Information	UR-	4/21/2020	Determination and Report Submitted	1		
Benefits Information			File a ne	ew Utilization Review Request Form		
SFR Application	Med Fee Review	w Requests				
<u>Healthcare Services Requ</u>	Med Fee Review	Date Request Submitted	d Fee Review Status			
<u>Payment History</u>	MF-	11/13/2017 Cld	osed			
<u>Actions</u>	Impairment Ratio	Impairment Rating Evaluation for Requests for Designation				
Documents and Correspondences	IRE RFD	Date Request Submitted	D Status			
	RFD-:	12/19/2018 Fa	ce Sheet and Report submitted			
EDI Transaction						

When clicking a link to an IRE RFD, the user is directed to the View IRE Designation matter which has a number of different tabs along the left including: Designation Information, Documents and Correspondence, and Interested Parties and Associated Recipients.



The **Designation Information** tab has information related to the injury, physician, designation/appointment history, and impairment rating determination and report.

Designation Information Documents and Correspondence	Compensa	ble Injury:	Left knee ag the medical compartme shoulder ro tear	nt Left			
Interested Parties and Associated Recipients	Requestin		This is an Act	46 (firefighter cancer) c	laim		
	Physician Informatio Physici	ian Name:	:				
	Designation History						
	IRE Physician ANTHON		assigned Date	Redesignation Reason			
	Appointment History						
	IRE Physician	Location	n of Appointme	nt	Appointment Date	Appointment Time	Status
	ANTHONY	15401-2	2677	. Uniontown, PA	09/18/2019	12:00 PM	Scheduled
	Impairment Rating Determination and Report						

The **Documents and Correspondence** tab has correspondences related to the selected RFD.



The Interested Parties and Associated Recipients tab has interested parties and associated recipients related to the selected RFD.

Designation Information

Documents and Correspondence

Interested Parties and Associated Recipients

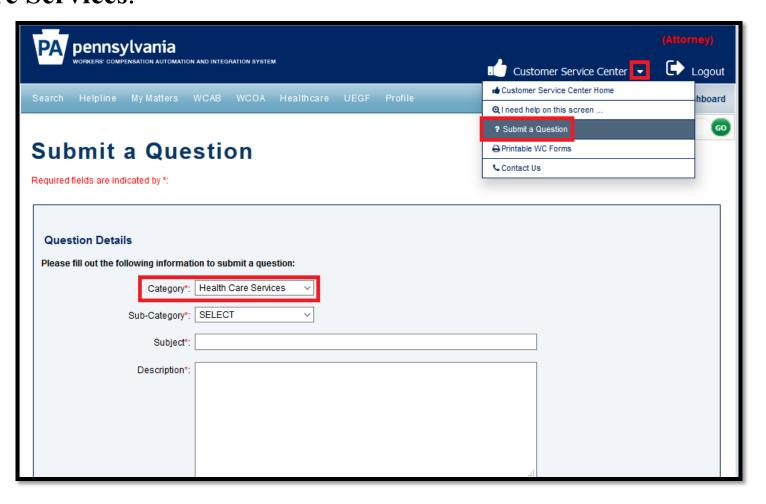
Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address can be updated by selecting "Change Party Info" option. A new address can be added by selecting either the "Add Party Address" or "Add Busine Unit Address" options in the "Change Party Info" popup dialog.

Interested Parties

Name	Туре	Business Unit	Correspondence Address	Email Address
DAVID	Claimant/Employee		Belle Vernon, PA 15012-3877	
ESQ (EDGAR SNYDER & ASSOCIATES, LLC)	Claimant's Attorney (DAVID BARNHART)		Pittsburgh, PA 15219-2807	wcais.test@gmail. com
Company Inc	Defendant/Employer		Connellsville, PA 15425-0776	
INSURANCE COMPANY	Insurer		HARRISBURG, PA 17105-3880	wcais.test@gmail. com

Contacting Healthcare Services

For more information regarding URs, MFs, or RFDs, contact Healthcare Services in the **Customer Service Center** by clicking the **Submit Question** option. In the **Category** dropdown, select **Health Care Services**.

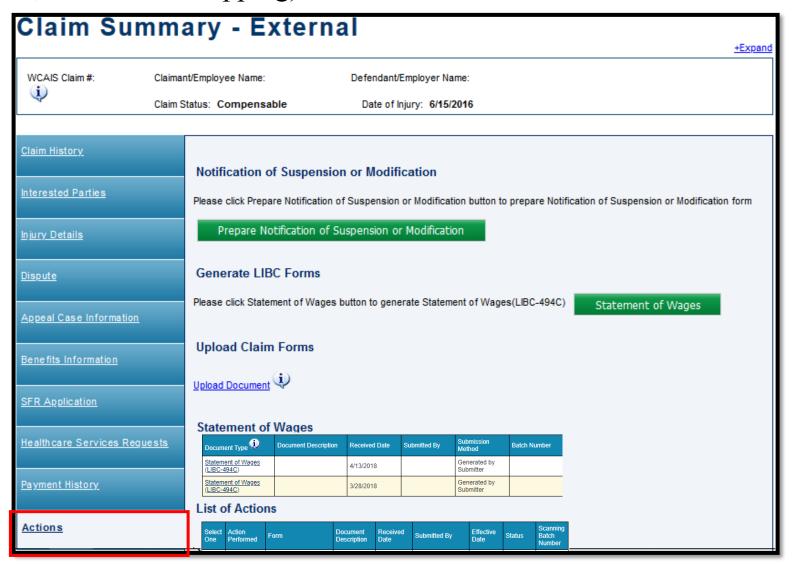


CLAIM SUMMARY:

Actions tab

Viewing Forms generated through an EDI transaction

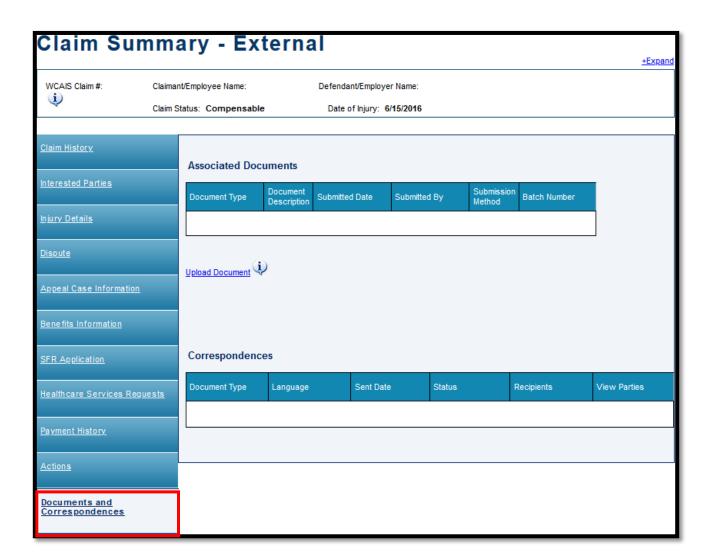
Actions: Forms generated through an EDI transaction (NCP, NTCP, NCD, and Notice Stopping).



CLAIM SUMMARY:

Documents and Correspondence tab

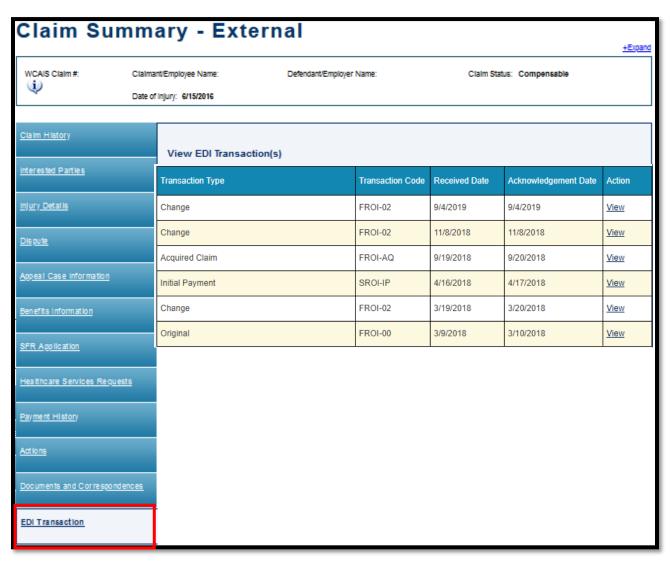
Documents & Correspondence: Correspondence/letters such as the Conversion Notice, Receipt of NTCP, and Pre-WCAIS documents.



CLAIM SUMMARY:

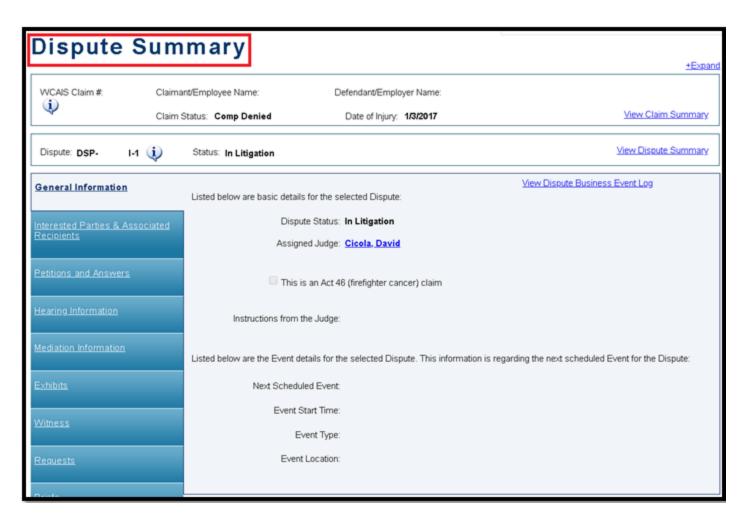
EDI Transaction tab

EDI Transaction: Log of all EDI transactions and hyperlinks to the LIBC 90 & 91.



DISPUTE SUMMARY

- To submit a document to the Judge, the user must be on the *Dispute Summary* and **not** the *Claim Summary*.
- The Judge does not receive documents submitted at the *Claim* level.



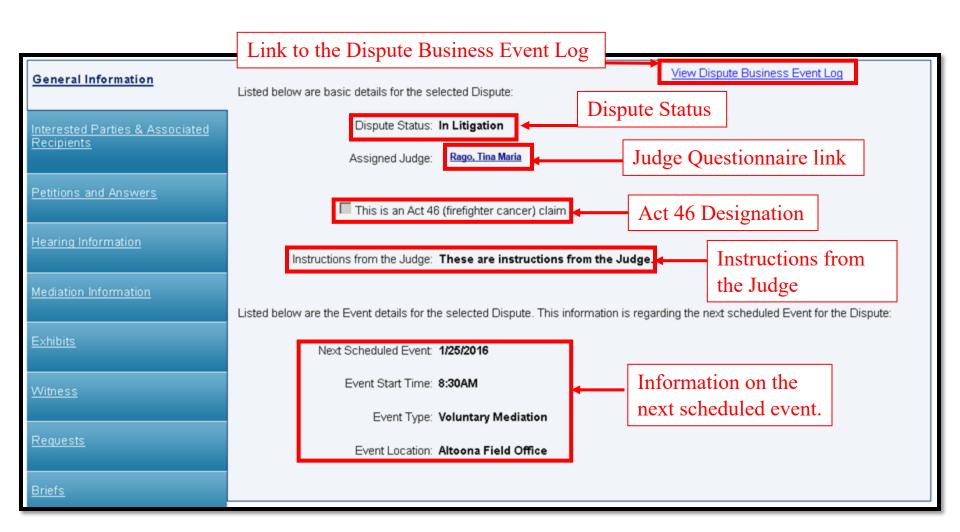


The following tabs are available from the **Dispute Summary** screen:

- General Information
- Interested Parties & Associated Recipients
- Petitions and Answers
- Hearing Information
- Mediation Information
- Exhibits
- Witness
- Requests
- Briefs
- Decision
- Documents and Correspondence

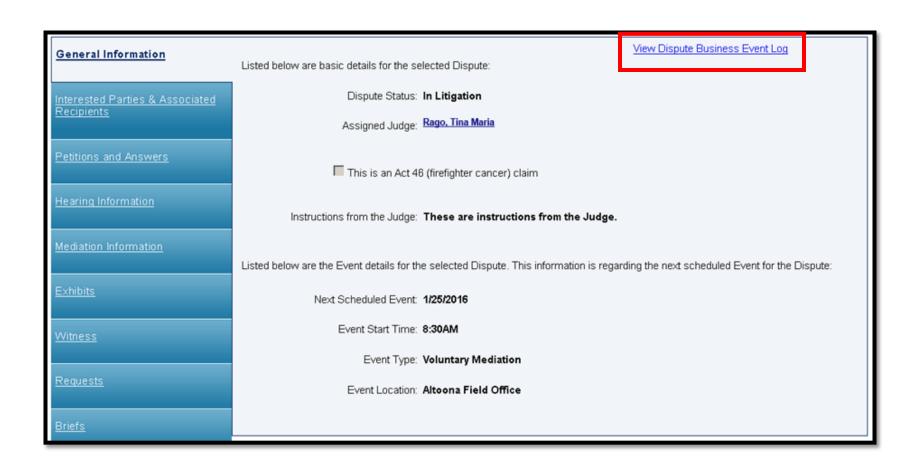
DISPUTE SUMMARY:

General Information tab



Viewing the Dispute Business Event Log

There's a link on the far right of the General Information tab of the Dispute Summary titled View Dispute Business Event Log.



Actions displayed on this log include but are not limited to:

- Evidentiary Record Close Date
- Request Submitted
- Request Approved
- Address Changed
- Correspondence Generated
- Answer Filed
- Petition Filed
- Petition Accepted
- Judge Assignment
- Event Scheduled
- Event Cancelled
- Event Rescheduled
- Exhibits Added
- Decision Circulated

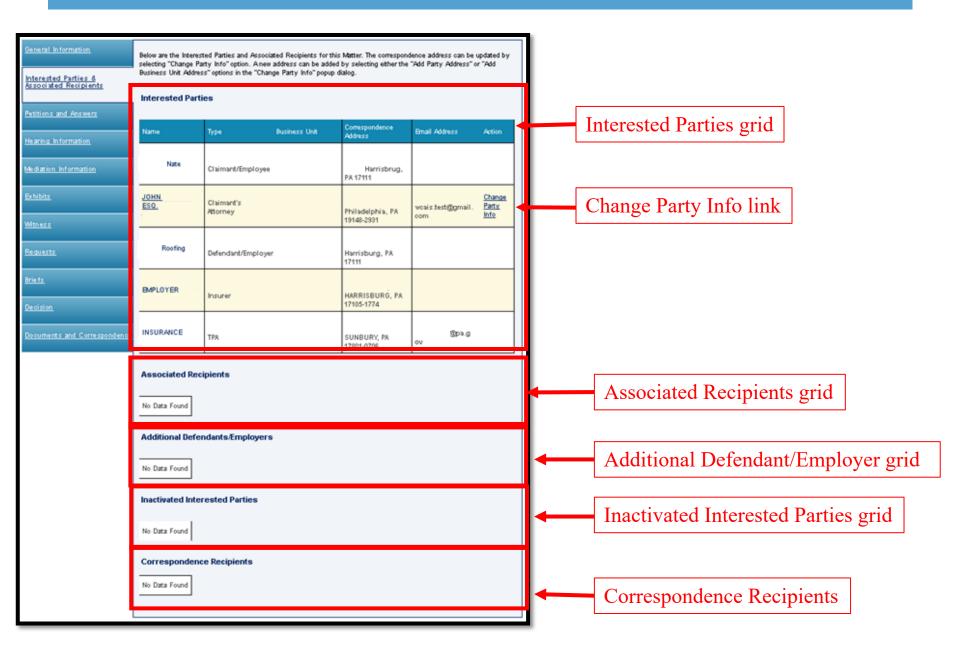


Dispute Business Event Log example:

ispute Business Event	Dispute Business Details	User Name	Date
Petition Filed	PET1-1	System, WCAIS	Sep-21-2012
Judge Assignment		System, WCAIS	Sep-26-2012
Accepted	PET1-1	System, WCAIS	Sep-26-2012
Witness Added		System, WCAIS	Dec-06-2012
Exhibits Added	FEE AGREEMENT		Dec-06-2012
Judge Reassignment		System, WCAIS	Jan-09-2013
Event Postponed		System, WCAIS	Feb-19-2013
Exhibits Added	ACCIDENT REPORT		Mar-19-2013
Exhibits Added	2/10/13 EMAIL	ще	Mar-19-2013
Exhibits Added	SOW:		Mar-19-2013
Exhibits Added	DEPOSITION TRANSCRIPT		Mar-19-2013
Exhibits Added	sow		Mar-19-2013
Hearing Conducted		System, WCAIS	Mar-19-2013
Event Schedule		System, WCAIS	Mar-19-2013

DISPUTE SUMMARY:

Interested Parties tab



	Interested Parties	Associated Recipients	Additional Defendants/ Employers	Inactivated Interested Parties
Electronic Access	YES	NO	YES	NO
Ability to Upload, Appeal, etc.	YES	NO	YES	NO
Appear on Notice	SOME*	NO	NO	NO
Appear on WCOA All Parties page	YES	YES	YES	NO
Receive a copy of the Notice	YES	YES	YES	NO

^{*}Only the claimant, defendant, their counsel, insurer and TPA will appear on the notice.

For more information on how Entry of Appearance impacts Interested Parties click here.

Changing Address

Logged in users can only update their own address. To do so, click the link to **Change Party Info**.

Interested Parties					
Name	Туре	Business Unit	Correspondence Address	Email Address	Action
	Claimant/Employee				
	Claimant's Attorney			wcais.test@gmail. com	Change Party Info

The Update Matter Party Contact screen will appear.

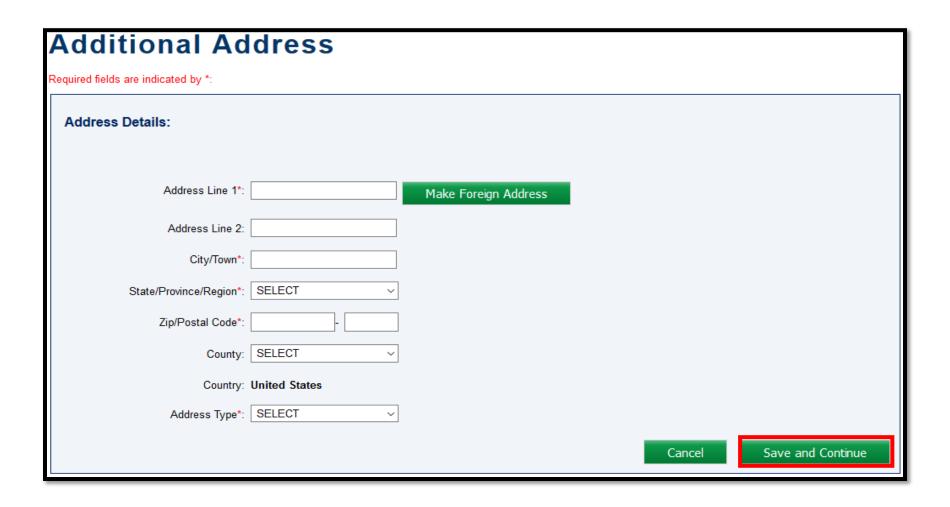
To change the address, click the drop down arrow in the **Address** field to select another address. Click the **Save** link and the selected address displays in the **Interested Parties** grid and becomes the default address for all correspondence on this dispute.

Update Matter Party Contact		
Contact Information:		
Party Name:	Add Party Address	
Address: SELECT	\overline{v}	
Email Address: SELECT	\checkmark	
	Cancel	Save

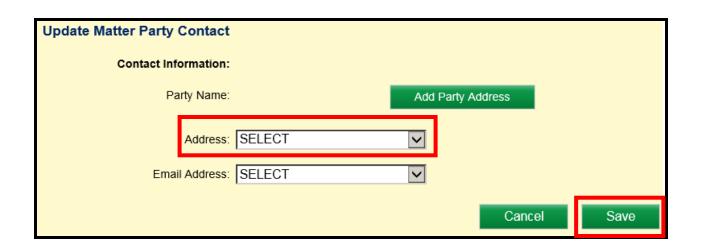
If the desired address does not already appear in the **Address** dropdown, click the **Add Party Address** button to create a new address.

Update Matter Party Contact	
Contact Information:	
Party Name:	Add Party Address
Address: SELECT	V
Email Address: SELECT	lacksquare
	Cancel Save

Enter the required information and click **Save and Continue** to create a new address for selection.



To select the new address, click the drop down arrow in the **Address** field. Click the **Save** link and the selected address displays in the **Interested Parties** grid and becomes the default address for all correspondence on this dispute.



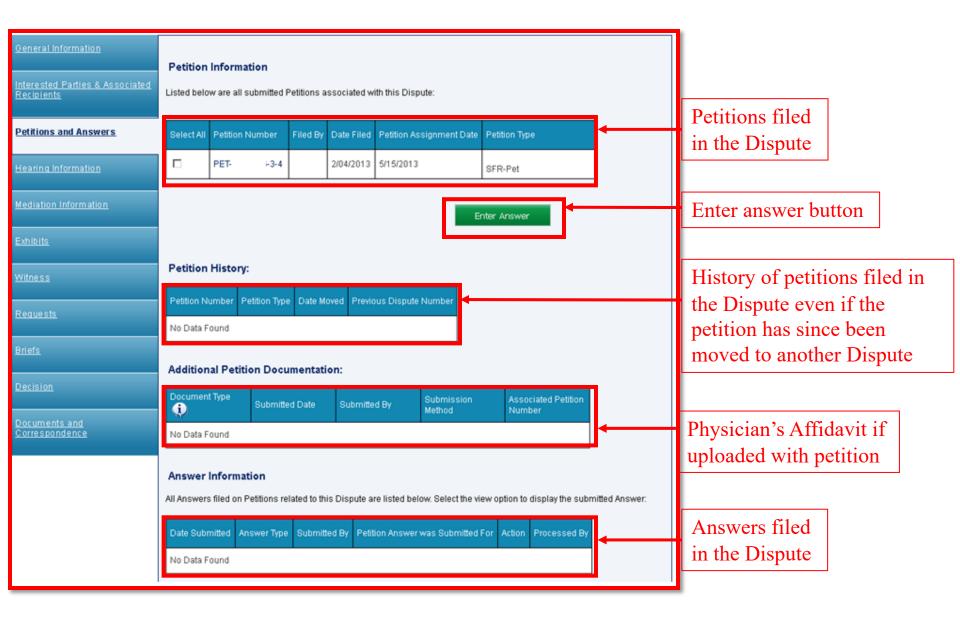
To request a change to another party's address, upload the LIBC-113 **Interested Party Update Request Form** as a **Miscellaneous Request**. This form can be found in the WCOA forms section on the website at: http://www.dli.pa.gov/Businesses/Compensation/WC/Pages/Quick-Reference-Guide-to-LIBC-Forms-WCOA.aspx

pennsylvania DEPARTMENT OF LABOR & INDUSTRY OFFICE OF ADJUDICATION	PENNSYLVANIA WC HEARING - INTERESTED PARTY UPDATE REQUEST				
Directions: This form is to be used by counsel when there is a discrepancy between the Interested Parties table in WCAIS and the parties that counsel has for a given matter. Complete this form <i>only</i> for the parties that are incorrect. Enter the correct information exactly as it should appear. For a WCOA matter, upload the form as a Miscellaneous Request on the Requests tab of the Dispute Summary. For a WCAB matter, upload the form as Document Sub-Category "Appeal" or "Petition" as appropriate and then select "Interested Party Update Request" Document Type drop down on the Documents and Correspondence tab of the Appeal or Petition Matter. This form is not to be used for making updates to attorney profile information in WCAIS. * = required field					
Date* WCAIS Claim/DSP/A #*					
Attorney*					
Name*: First MI	Last				
Representing*:					
Claimant, insurer or employer					

For more information on how to submit a Miscellaneous Request, click here.

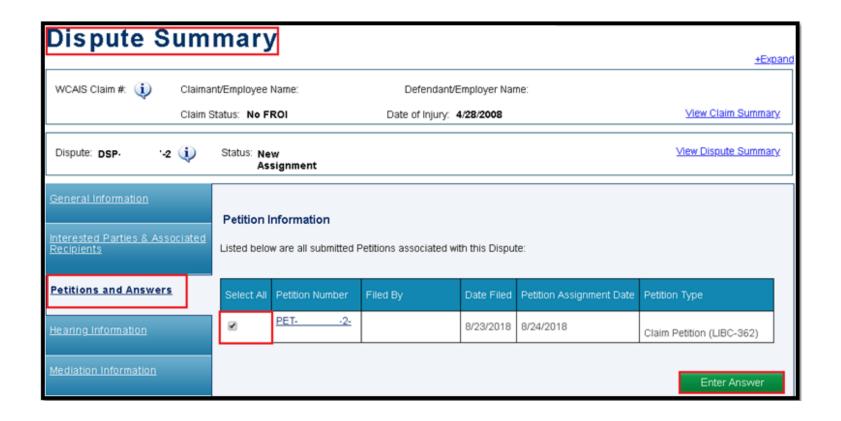
DISPUTE SUMMARY:

Petitions and Answers tab



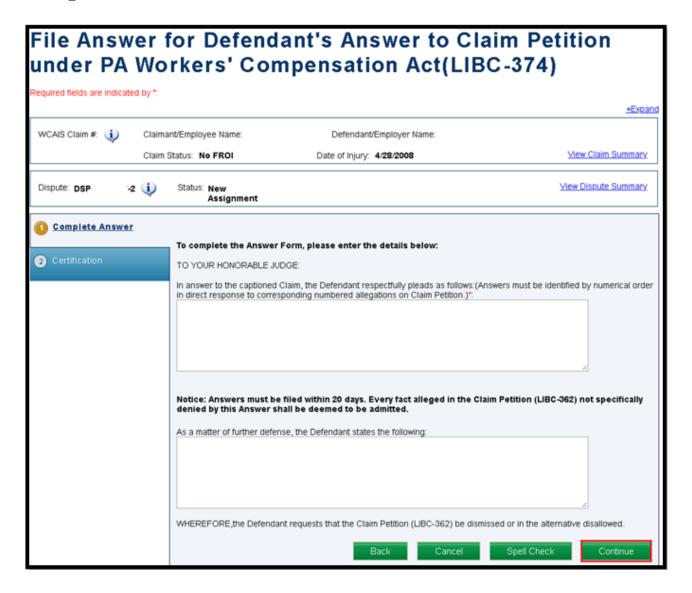
Submitting an Answer

To file an answer, check the box(es) next to the applicable petition(s) and click the **Enter Answer** button.

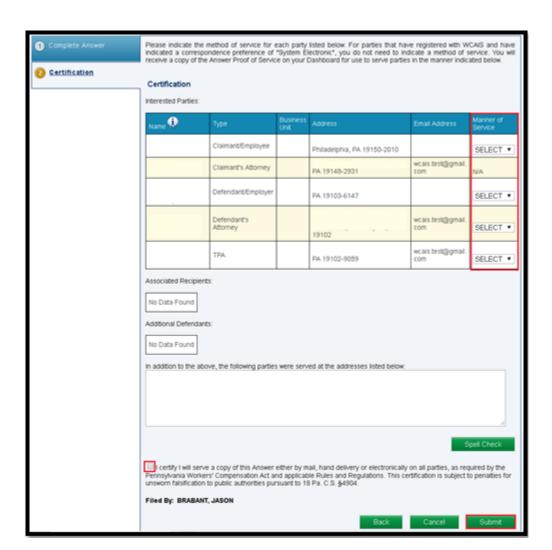


NOTE: Users can check the box next to multiple petition TO/FORs to answer them simultaneously.

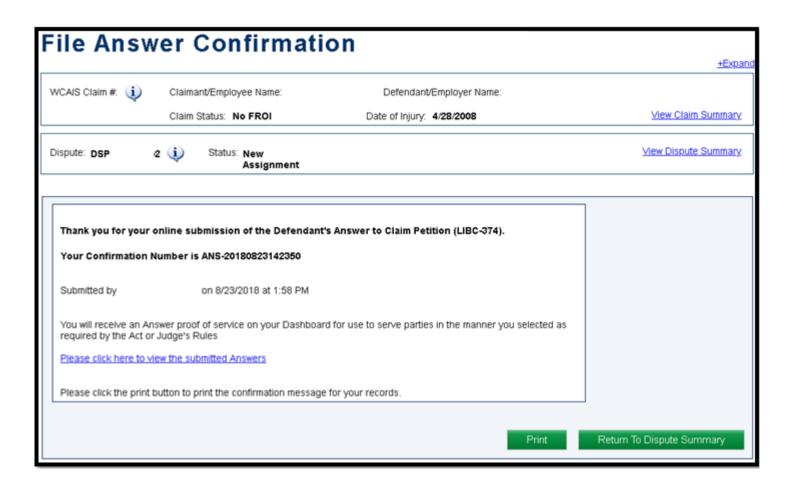
Enter the required information and click **Continue**.



Enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.



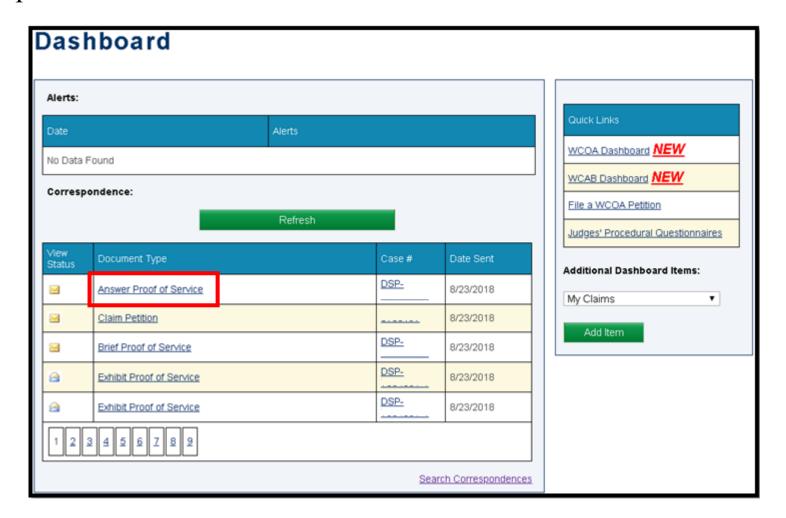
A confirmation message will appear when the answer has been filed successfully.



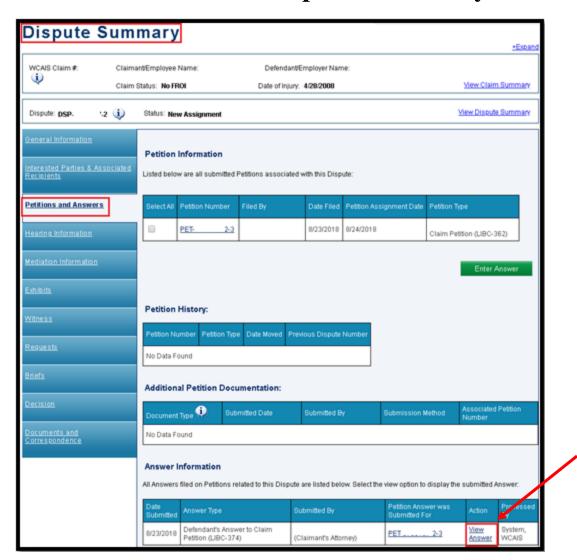
Any time a user files an Answer, the Litigating Judge will receive a notification on their Dashboard:



An **Answer Proof of Service** document will appear in the **Correspondence** grid on the dashboard that the filer can use to serve the parties in the manner which was selected.



View a copy of the answer in the **Answer Information** grid in the **Petitions and Answers** tab of the **Dispute Summary**.



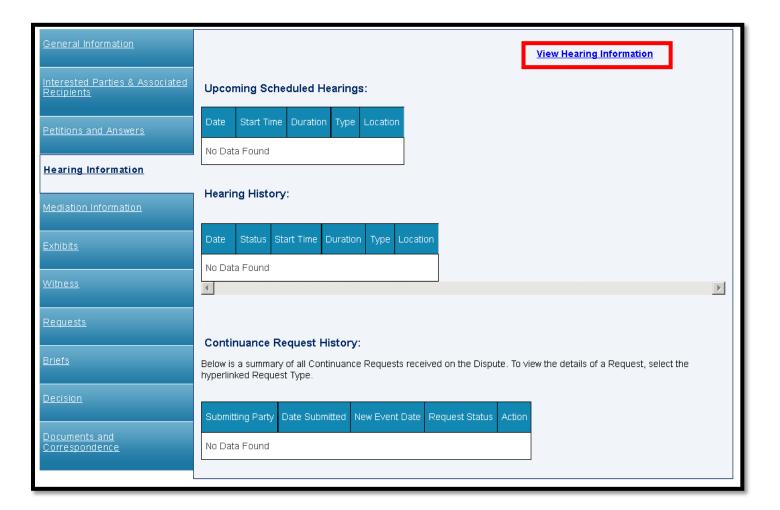
DISPUTE SUMMARY:

Hearing Information tab

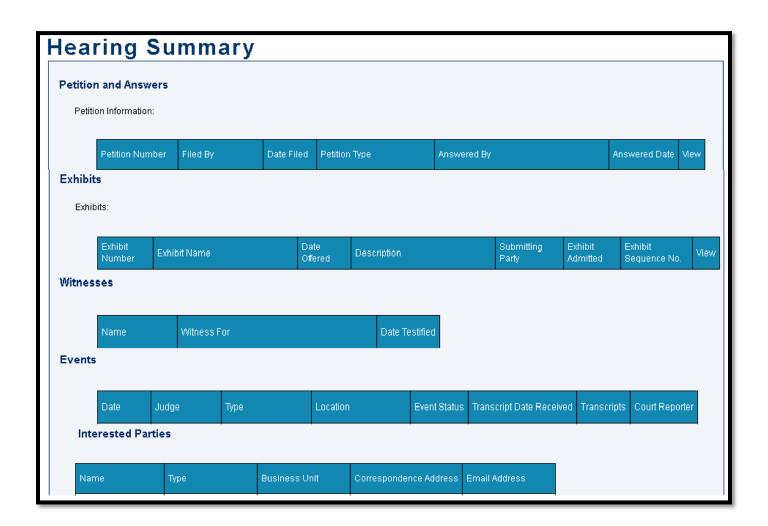


Viewing the Hearing Summary Screen

The **Hearing Information** tab has a **View Hearing Information** link that takes the user to the **Hearing Summary** screen. The Judge and the attorneys have access to this screen.

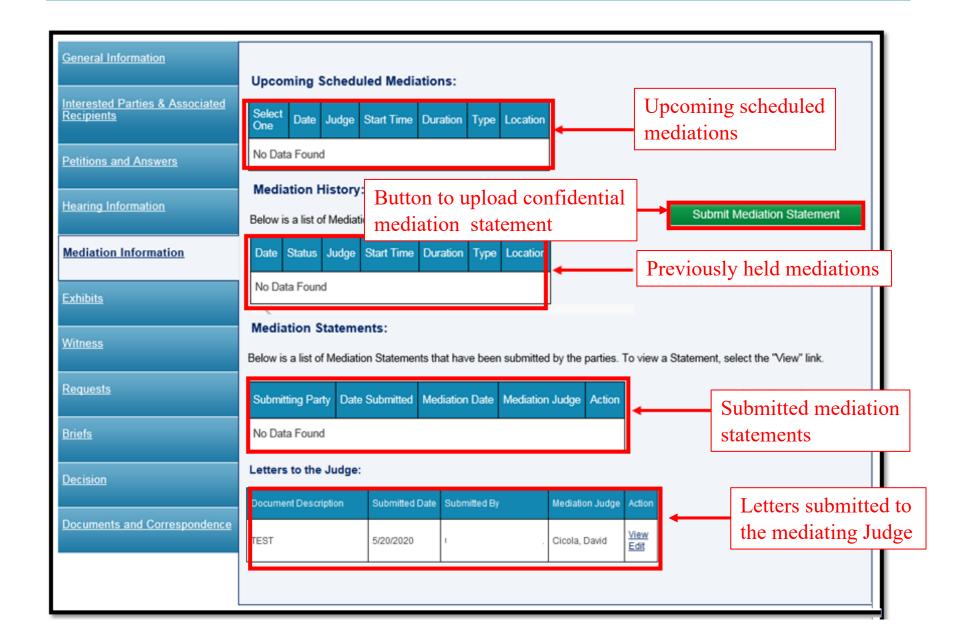


This screen has information on petitions and answers, exhibits, witnesses, events, and interested parties and was developed to facilitate the communication between the attorneys and Judges at hearings.



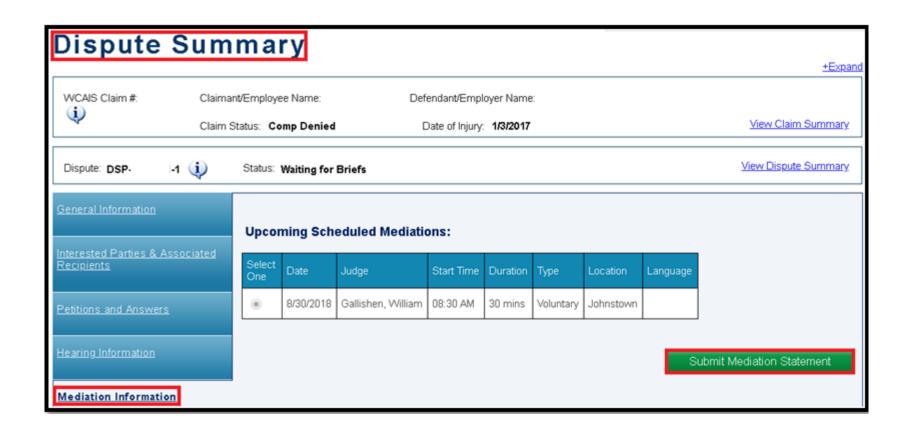
DISPUTE SUMMARY:

Mediation Information tab

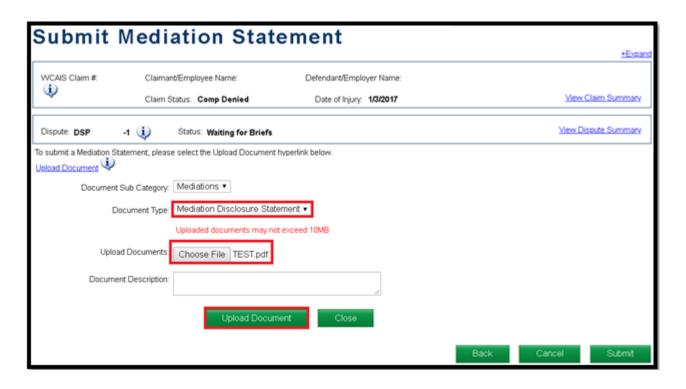


Submitting a Mediation Statement

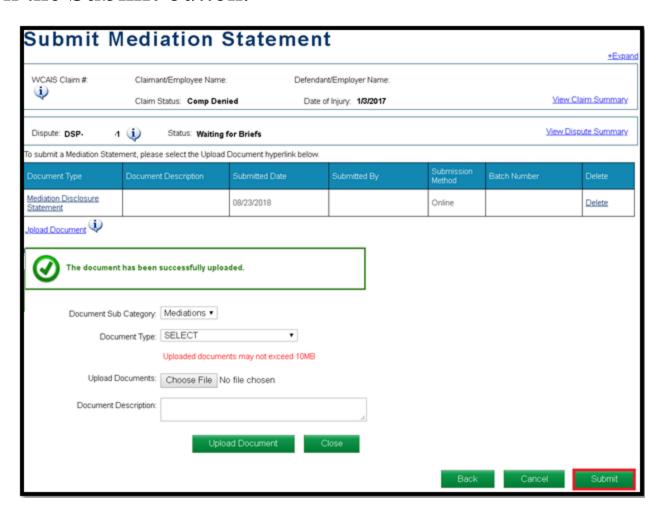
There must be a mediation scheduled in order for users to click the **Submit Mediation Statement** button on the **Mediation Information** tab of the **Dispute Summary**.



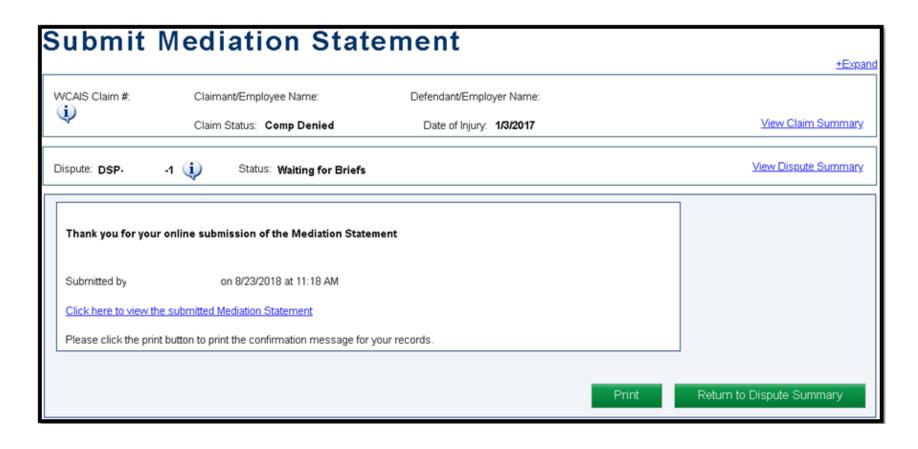
- Click the **Upload Document** link to open additional fields, select the **Document Type**, click **Choose File**, locate the document (must be in PDF format), and double click on the document.
- Once the document is ready for upload, the name of the document appears next to the Choose File button and then click Upload Document.



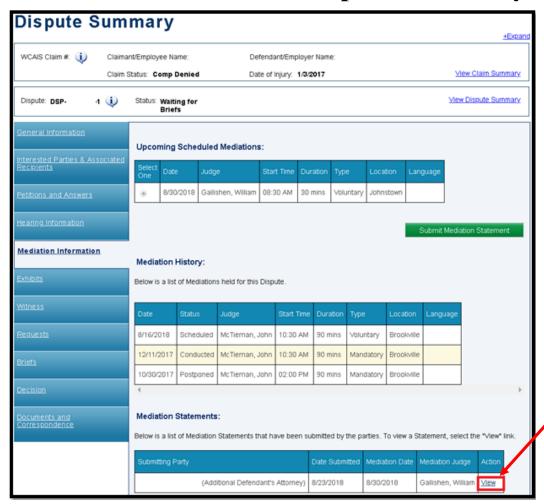
- After clicking the **Upload Document** button, a success message appears and the document will show in a grid above.
- Click the **Submit** button.



Once the Mediation Statement has been successfully submitted, a confirmation message will appear.

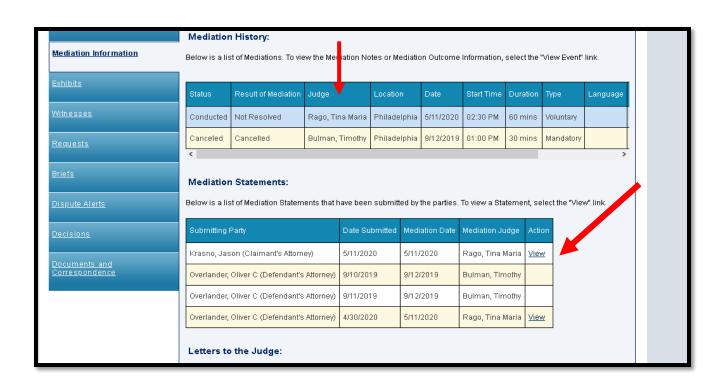


View the Mediation Statement in the **Mediation Statements** grid on the **Mediation Information** tab of the **Dispute Summary**.



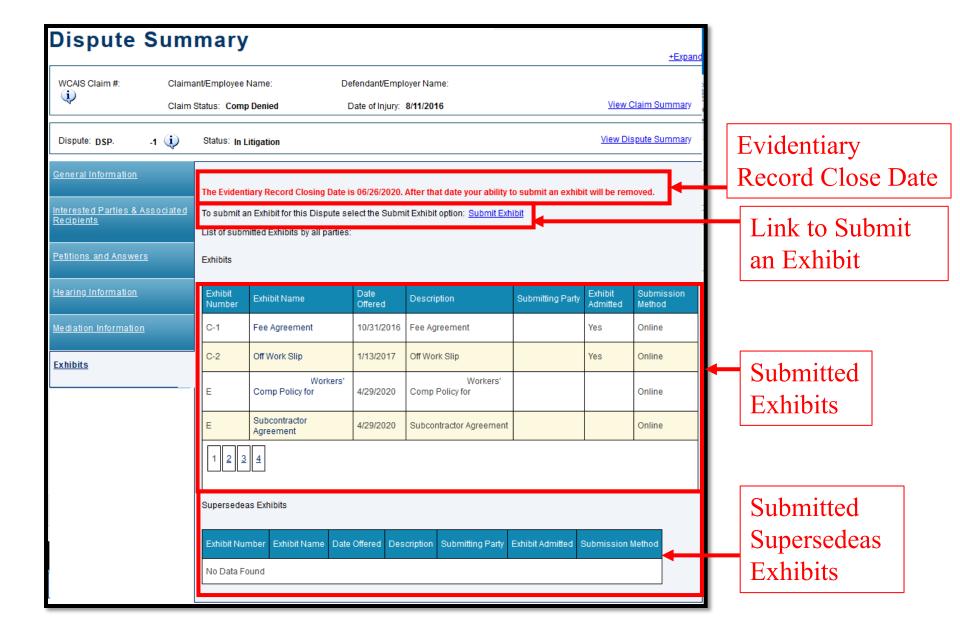
NOTE: The Mediation Statement is confidential. Only the submitting party and the Mediating Judge's office can view the Mediation Statement.

Sometimes you may request more than one mediation on a dispute. If you do so, you must upload a mediation statement each time a mediation is scheduled with a different Judge.



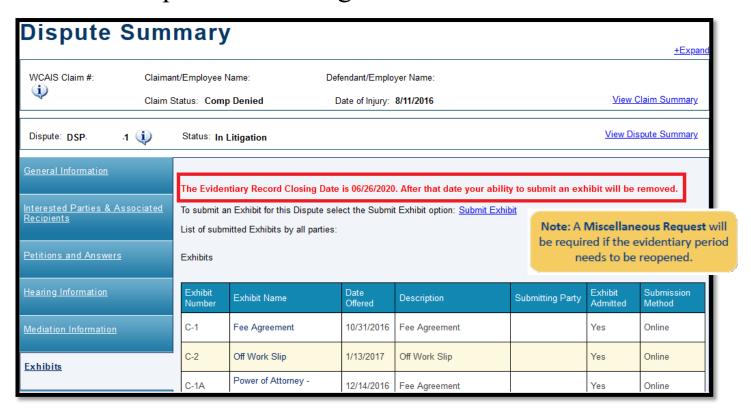
DISPUTE SUMMARY:

Exhibits tab



Evidentiary Record Closing Date

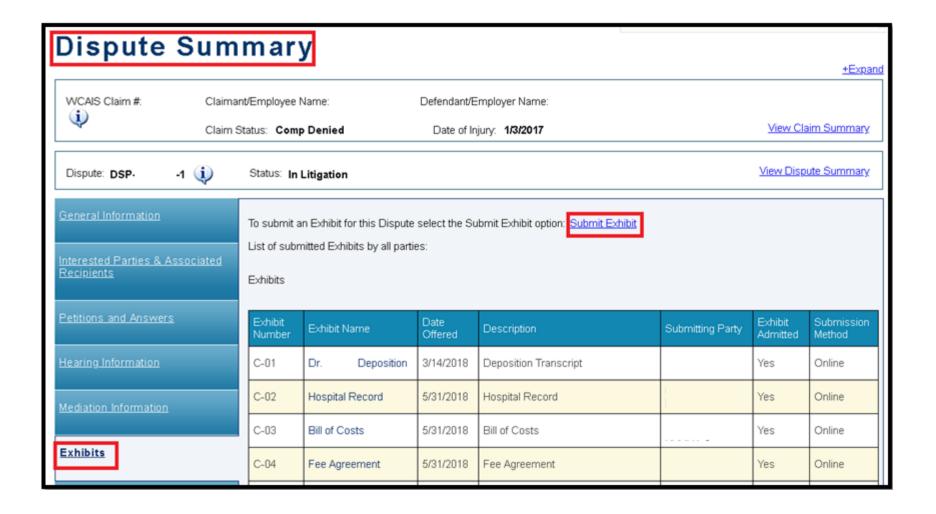
When the Judge sets a closing date for the evidentiary record, the user will see that date in red at the top of the Exhibits tab of the Dispute Summary. To reopen the record, the user will need to make a Miscellaneous Request to the Judge.



For more information on how to submit a Miscellaneous Request, click here.

Submitting an Exhibit(s)

Click the Submit Exhibit link from the Exhibits tab of the Dispute Summary.



- Type in the **Exhibit Name**, which is a required field. Check the Judge's procedures for naming exhibits.
- The **Exhibit Description** field is optional.
- Check the box if the exhibit is a **Supersedeas Exhibit**. A single exhibit document can not be uploaded as both an exhibit in the case-in-chief and a Supersedeas exhibit at the same time. In order to do that, you must submit the document twice.



- Click the Upload Document link to open additional categories.
- Select the **Document Type**.
- Click **Choose File**, locate the document saved (must be in PDF format), and double click on the document.
- Once the document is ready for upload, the name of the document will appear next to the **Choose File** button.
- Click Upload Document.

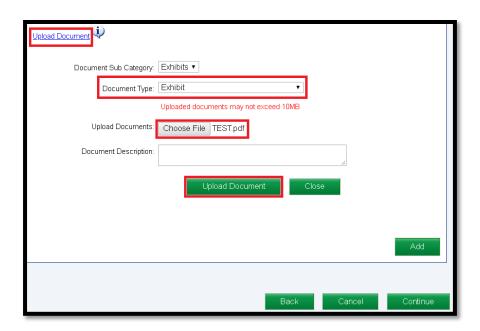
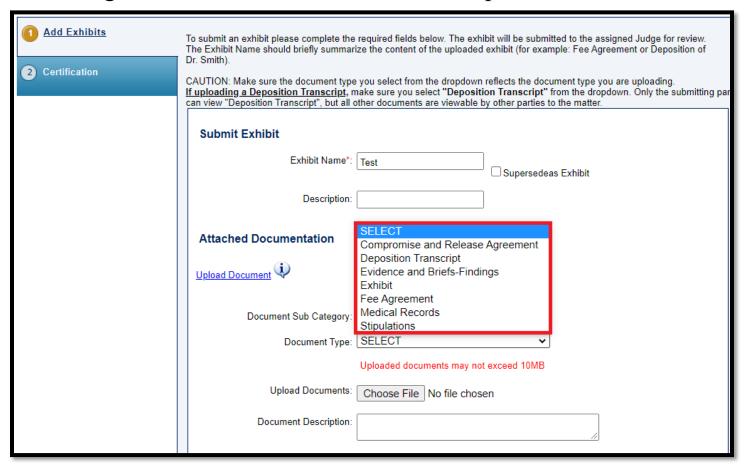
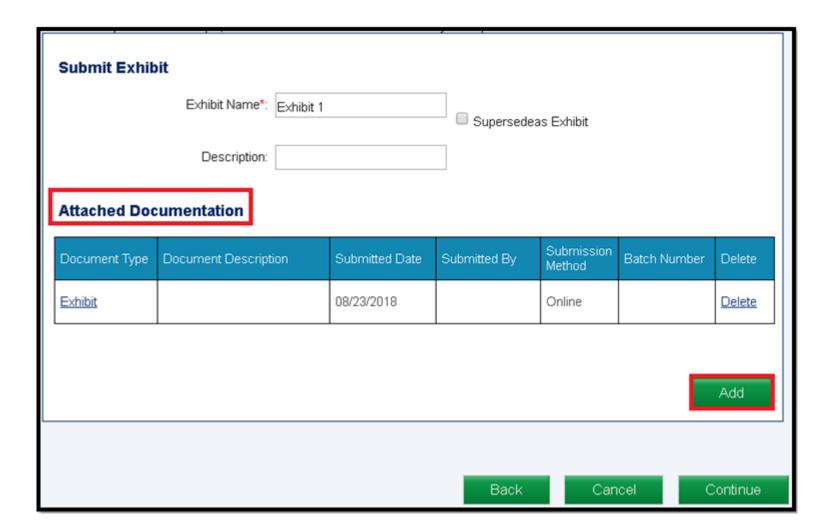


Exhibit Document Types available for selection include: Compromise and Release Agreement, Deposition Transcript, Evidence and Briefs-Findings, Exhibit, Fee Agreement, Medical Records, and Stipulations.

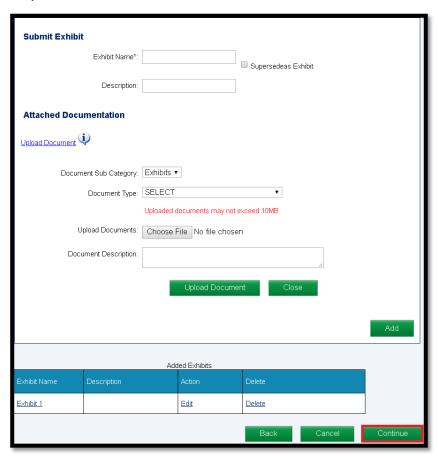


NOTE: Document Type "Deposition Transcript" must be selected to ensure that the deposition is not viewable by other parties.

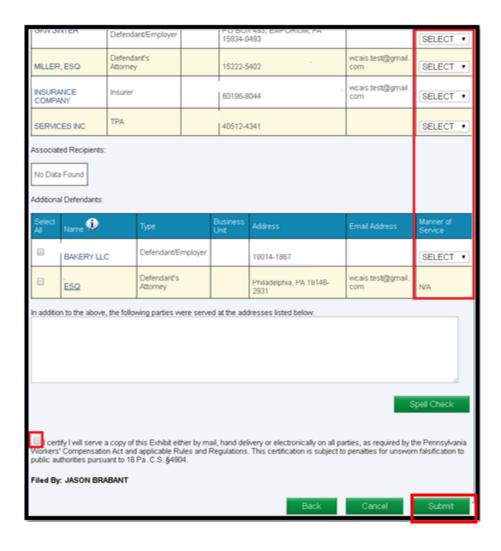
- After clicking the Upload Document button, the exhibit will appear in the Attached Documentation grid.
- Click Add.



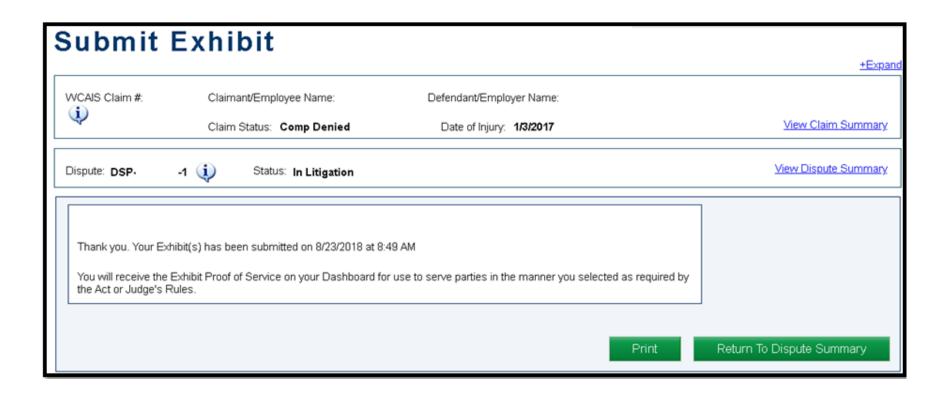
- The exhibit will appear in the Added Exhibits grid.
- At this point, all of the Submit Exhibit and Attached
 Documentation fields will open up again, which will allow the user to add another exhibit document by repeating the steps.
- To move forward, click **Continue**.



- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.



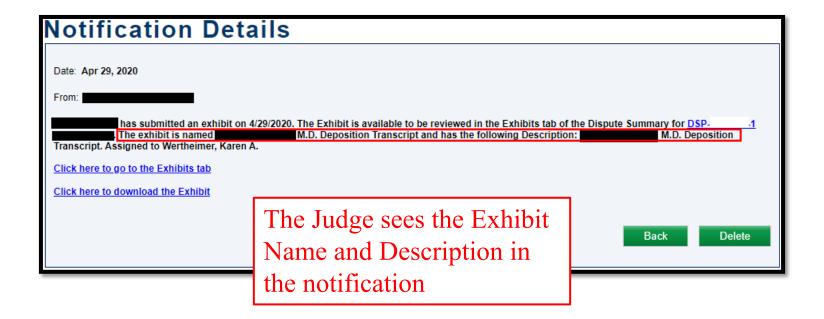
Once the exhibit(s) has been successfully submitted, a confirmation message will appear.



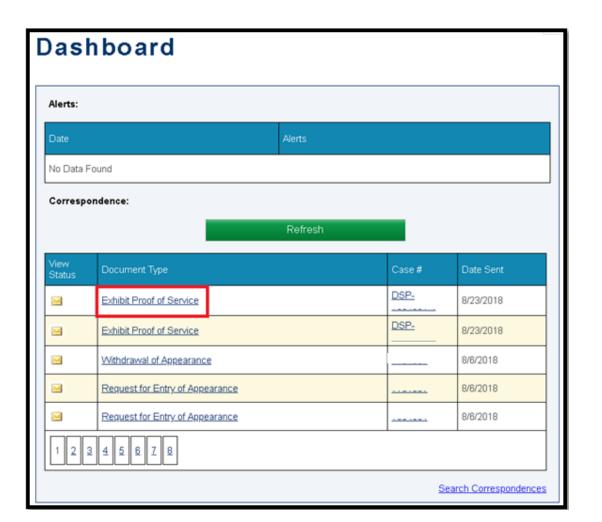
Any time a user files an exhibit, the Litigating Judge will receive a notification on their Dashboard:

Notifications: View all My Notifications		
Notifications	Status	Date
A Letter to Judge with Document Description Notice of Deposition of Cl	M	4/29/2020
A Letter to Judge with Document Description Letter to Judge Wertheimer		4/29/2020
A Letter to Judge with Document Description Letter regarding testimony		4/29/2020
The following Dispute was reassigned on 4/30/2020: DSP		4/29/2020
has submitted an exhibit on 4/29/2020. The Exhibit is av	M	4/29/2020
, has submitted an exhibit on 4/29/2020. The Exhibit is ava	M	4/29/2020
A brief was received from on 4/28/2020 for Dispute DSP		4/28/2020

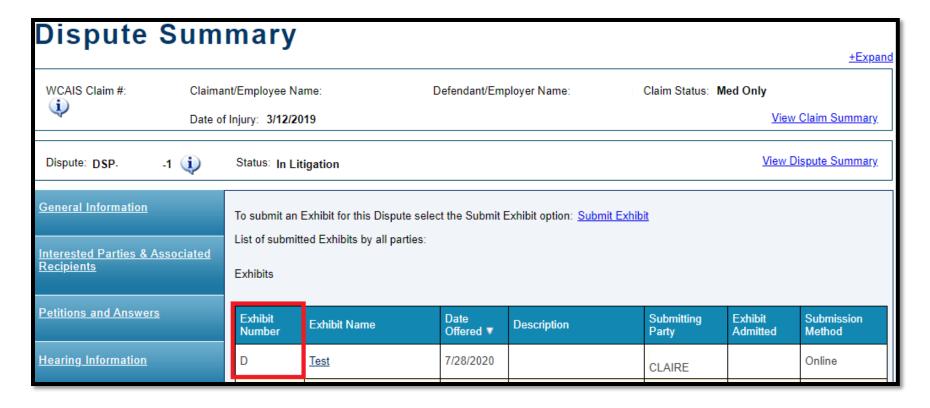
Example of Exhibit Notification:



An **Exhibit Proof of Service** document will appear in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner which was selected.

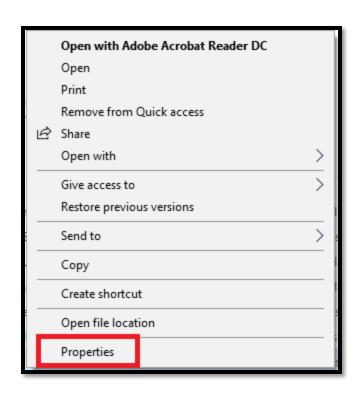


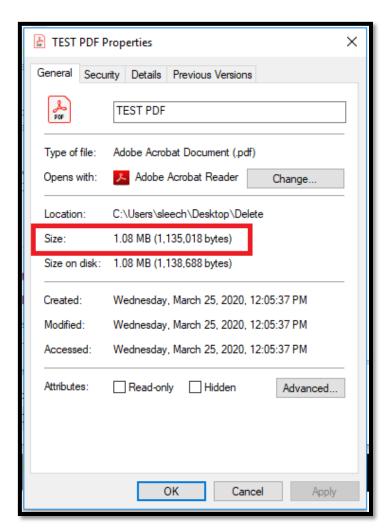
- View the exhibit(s) on the Exhibits tab of the Dispute Summary.
- The exhibit will just appear with a letter in the **Exhibit Number** column, i.e. "D" for Defendant, "C" for Claimant (based on whom the filing party represents). The Judge's office has the ability to edit the exhibit and mark whether it has been admitted.



Tips for Submitting Large Exhibits

WCAIS has a size limit of 10MB for exhibits. To view the size of an exhibit, right click on the exhibit document and click **Properties** to see the size of the document.





If the exhibit exceeds 10MB, take the following actions to decrease the size:

- Set scanners to black and white instead of color.
- Set scanners to text and not photo settings.
- Set scanners to a low resolution. Just make sure the document is legible with the lower setting.
- If, after attempting the methods above, the exhibit still exceeds the size limit, break the document down into multiple parts and upload them separately.

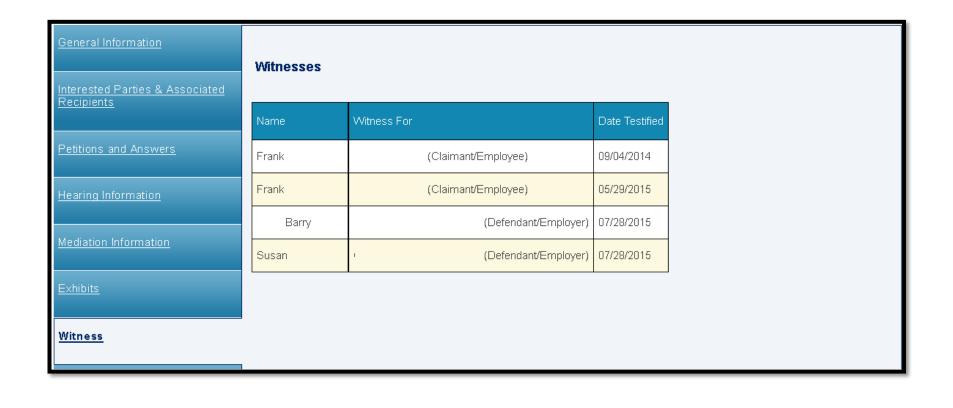
Submitting Surveillance Evidence

Video Surveillance cannot be uploaded into WCAIS. For instructions on the submission of video surveillance, please consult the Judges' Procedural Questionnaire or contact the Judges' Offices for further instructions.

DISPUTE SUMMARY:

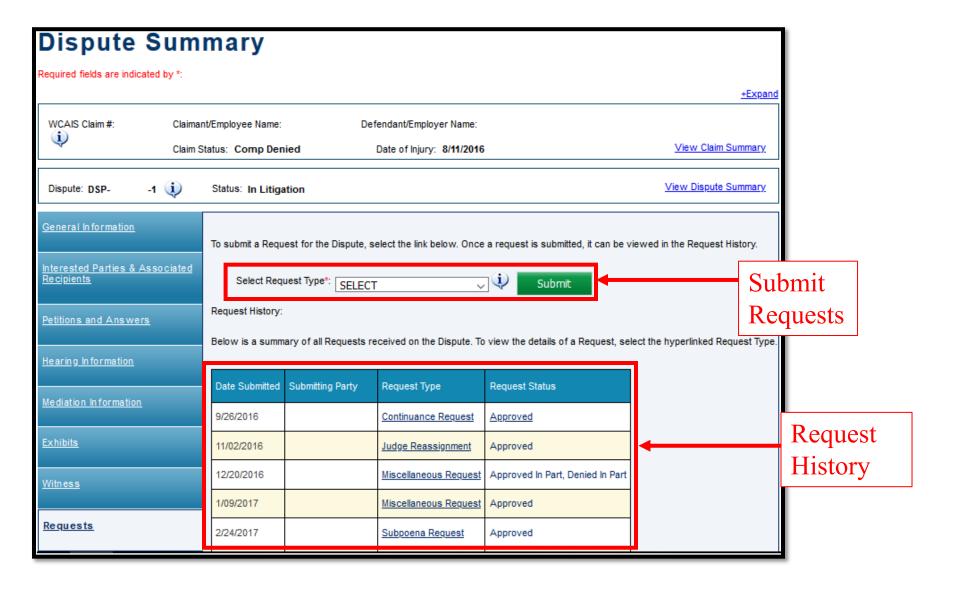
Witness tab

View the names of the witnesses, who they were the witness for, and the date(s) they testified on the **Witness** tab of the **Dispute Summary**.



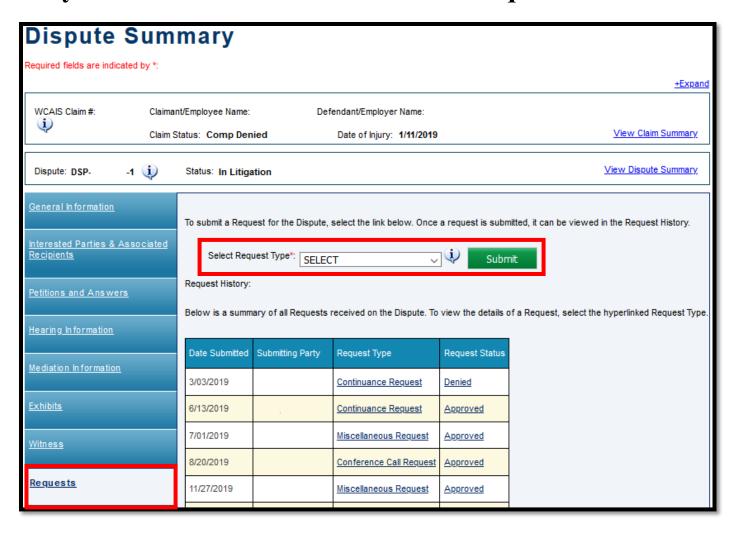
DISPUTE SUMMARY:

Requests tab

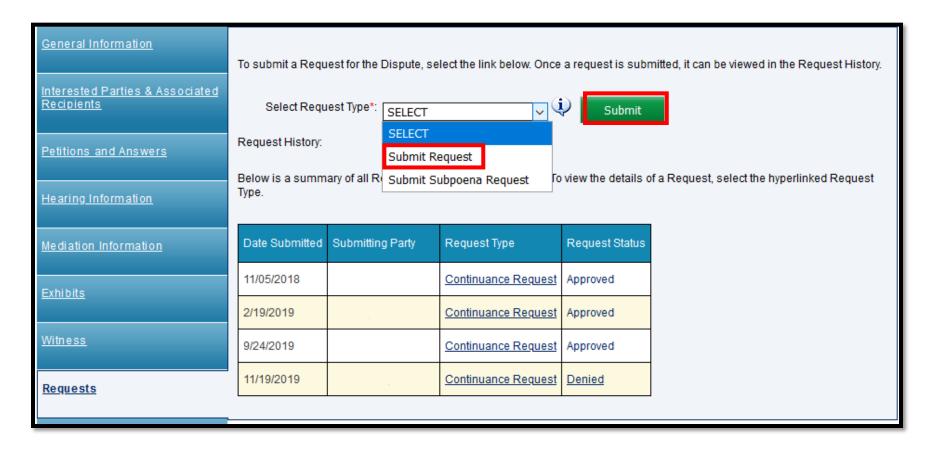


Submitting a Request

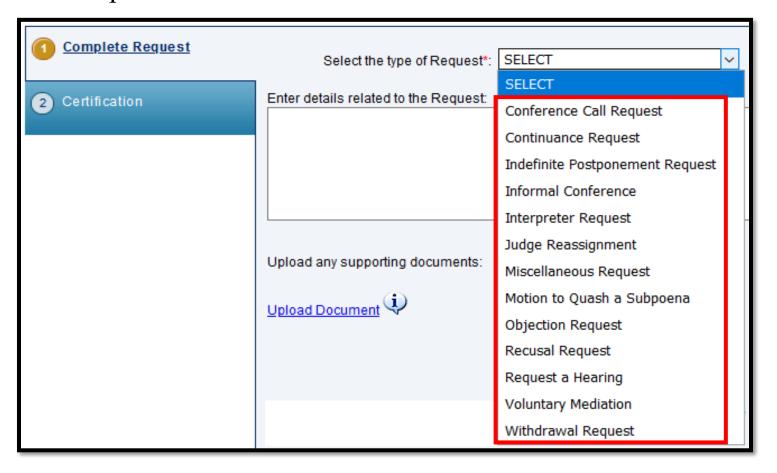
All requests are submitted through the **Requests** tab of the **Dispute Summary EXCEPT** for a **Brief Extension Request**.



For all requests other than a **Brief Extension Request** or a **Subpoena Request**, choose **Submit Request** from the dropdown menu and click **Submit**.

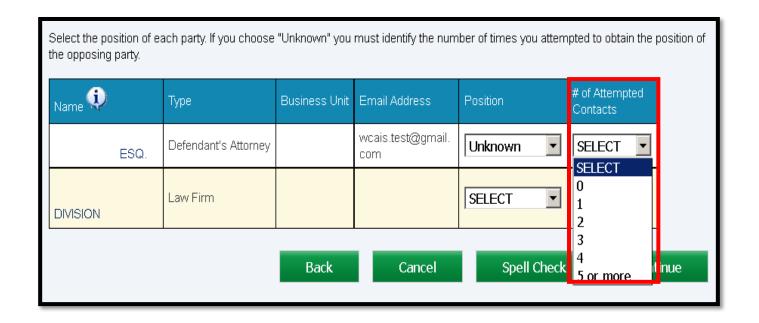


Be sure to choose the correct request type. The type of request selected from the dropdown menu **MATTERS**!

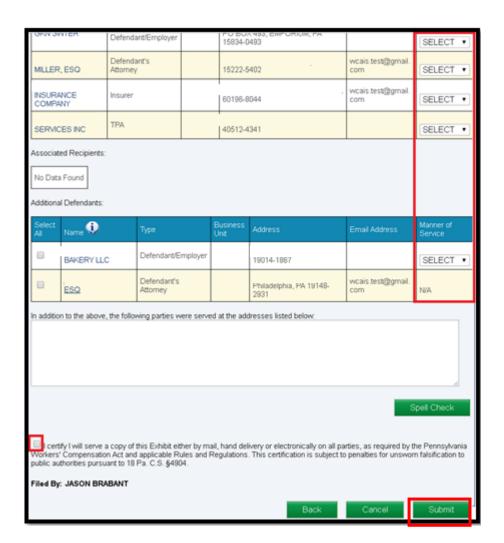


NOTE: To see an explanation of each request type, see the Requests Tip Sheet.

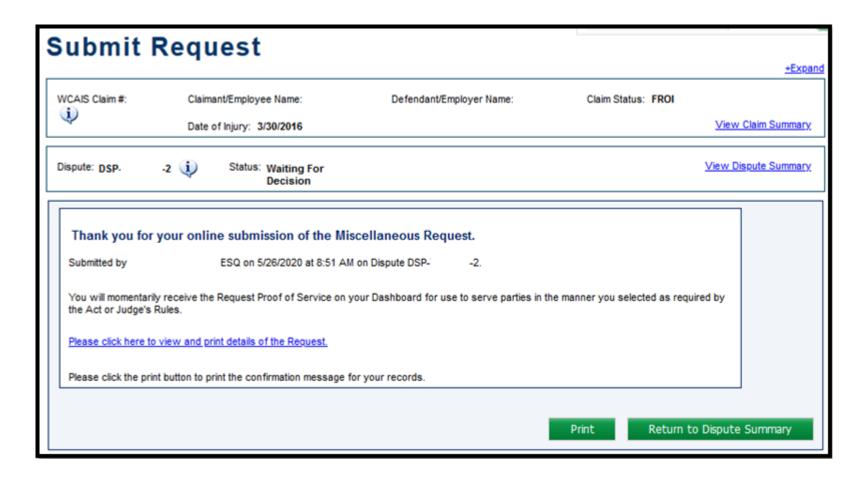
- After selecting the appropriate request type and completing the required fields, the user must indicate the position of each party **opposed**, **not opposed**, or **unknown** from the dropdown.
- If **unknown** is selected, then the user must enter the number of attempts made to obtain the other party's position.
- Click Continue.



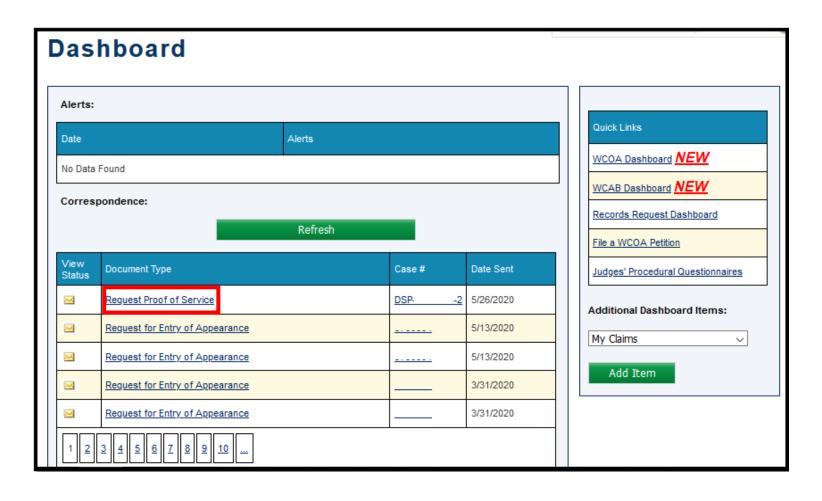
- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.



Once the request has been successfully submitted, a confirmation message will appear.



A Request Proof of Service document will appear in the Correspondence grid on the dashboard to use to serve the other parties in the manner which was selected.



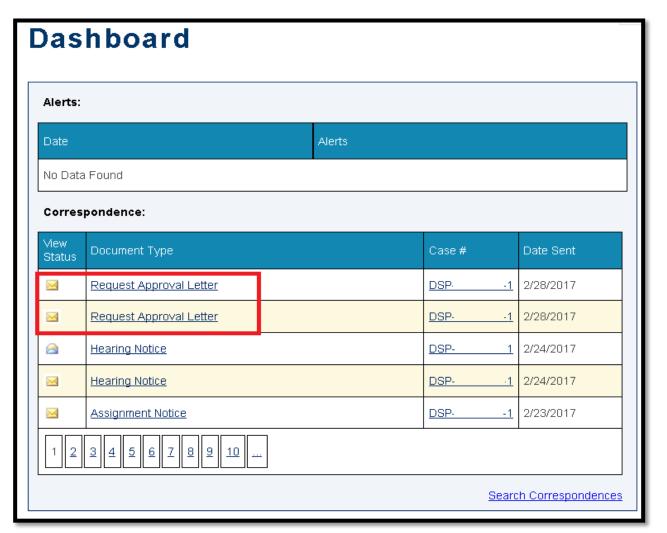
A **Review Request** task appears on the dashboard of the Litigating Judge, Mediating Judge, or Judge Secretary depending on the **Request Type** selected.

Task Management:				View task Summary For: Highest Priority				ity	✓ Go		
									My Task Lis	<u>st</u>	
Task	Priority	Assigned Date	Due Date	Assigned By	Status	Entity Type	Entity Number	Identifying Party	Date Received	Do Tit	
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP- I-1				
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP1				
Review Subpoena Request - Deposition	Low	6/05/2020	6/10/2020	ESQ.,	New	Dispute Number	DSP1				
<										>	

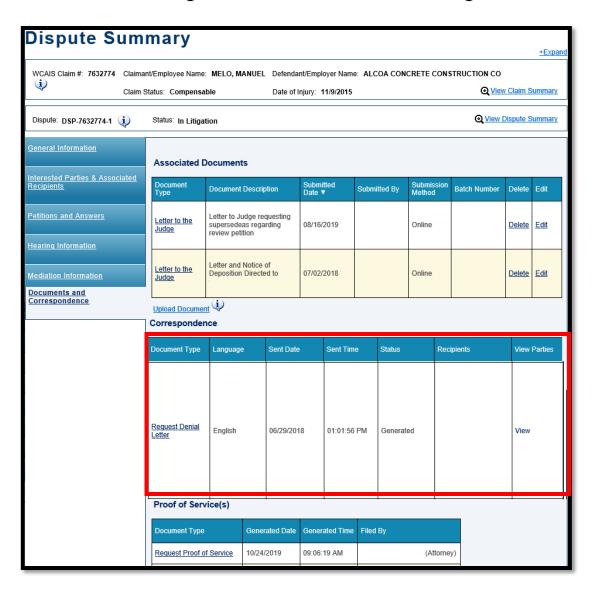
- Request disposition can be found on the Requests tab of the Dispute Summary along with a link to the **Request Response Letter**, if any. The request disposition can also be seen on the WCOA Dashboard, for more information on the WCOA Dashboard, click here.
- Request Response Letters will not be mailed. They will be accessible in WCAIS from the **Requests** tab of the Dispute Summary as shown below

Petitions and Answers Hearing Information	Request History: Below is a summary of all Requests received on the Dispute. To view the details of a Request, select the hyperlinked Request Type.							
Mediation Information	Date Submitted	Submitting Party	Request Type	Request Status	If there is a			
Exhibits	11/09/2018		Miscellaneous Request	<u>Approved</u>	hyperlink, the			
EXIIIDIES	7/18/2019		Continuance Request	Approved	Judge has sent a letter in			
<u>Witness</u>	11/30/2019		Miscellaneous Request	<u>Approved</u>	response to the			
Requests	5/07/2020		Miscellaneous Request	<u>Approved</u>	request.			

When a Judge responds to a request with an Approval or Denial Letter, it will also appear in the Correspondence grid on the WCAIS Dashboard and...

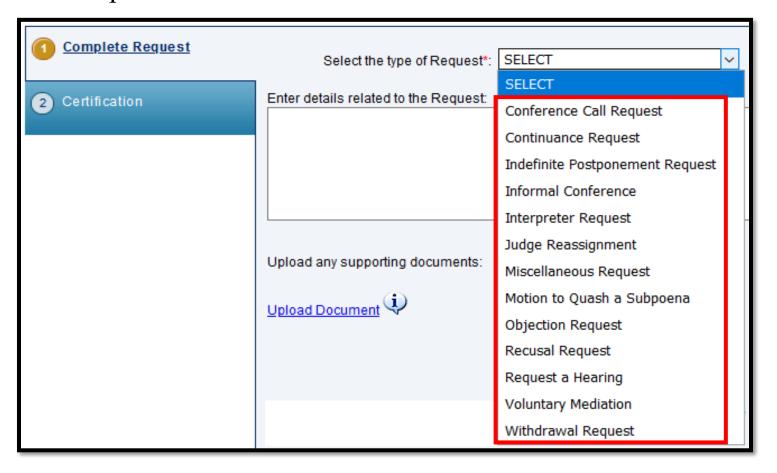


the Documents and Correspondence tab of the Dispute Summary.



Request Type MATTERS!

Be sure to choose the correct request type. The type of request selected from the dropdown menu **MATTERS**!



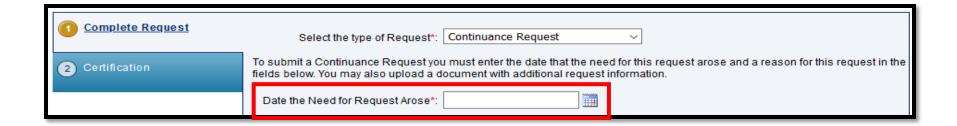
NOTE: To see an explanation of each request type, see the Requests Tip Sheet.

WHY?

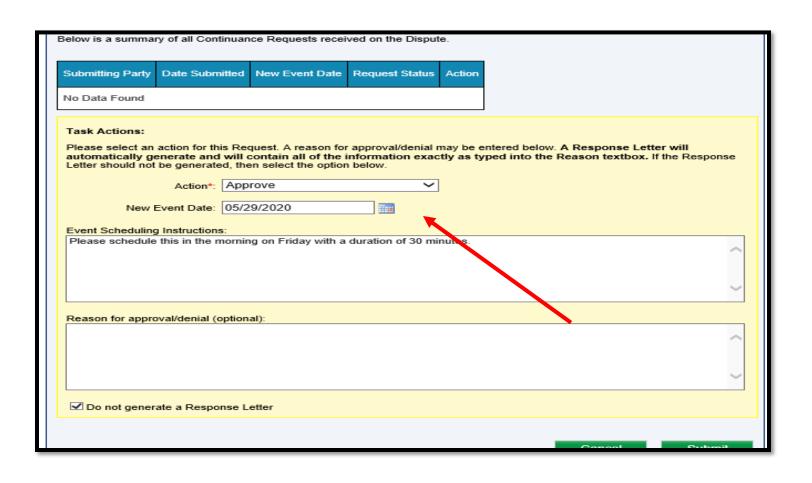
Certain request types:

- Populate additional fields for party completion.
- Generate tasks for the appropriate recipient Judge Manager, Judge (Assigned and/or Mediating) and Judge Secretary.
- Generate subsequent tasks with the necessary fields for completion by the Judge Secretary.

For example: With a Continuance Request, the additional field of **Date** the **Need for Request Arose** is required.



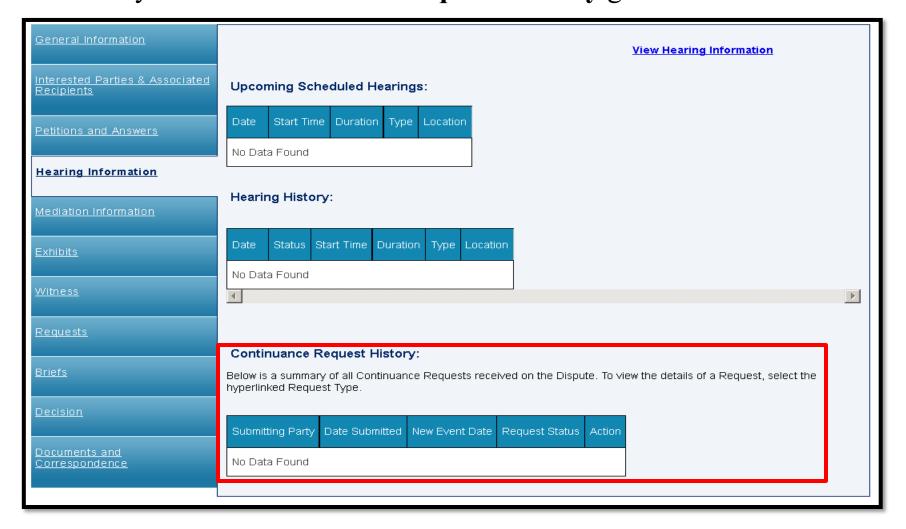
A **Review Continuance Request** task then generates for the Judge with the information the Judge requires in order to make a ruling.



Once the **Review Continuance Request** task is completed by the Judge, a subsequent task generates for the Judge Secretary which allows them to reschedule the event.

The following Request has been approved or approved in part by a Judge. Review the Request information below and update the required events. Select the type of Request: Continuance Request Date the Need for Request Arose: 04/22/2020 Reason for Request: I have another hearing in Superior Court at the same time and I cannot continue that matter. New Event Date: 05/29/2020 Event Scheduling Instructions: Please schedule this in the morning on Friday with a duration of 30 minutes. Uploaded Supporting Documents: Select the link to navigate to the Schedule Event screen to schedule a Hearing event: Schedule/Update Event through Dispute Cancel

When the entire process is properly completed, the Continuance Request will be documented on the Hearing Information tab of the Dispute Summary in the **Continuance Request History** grid.

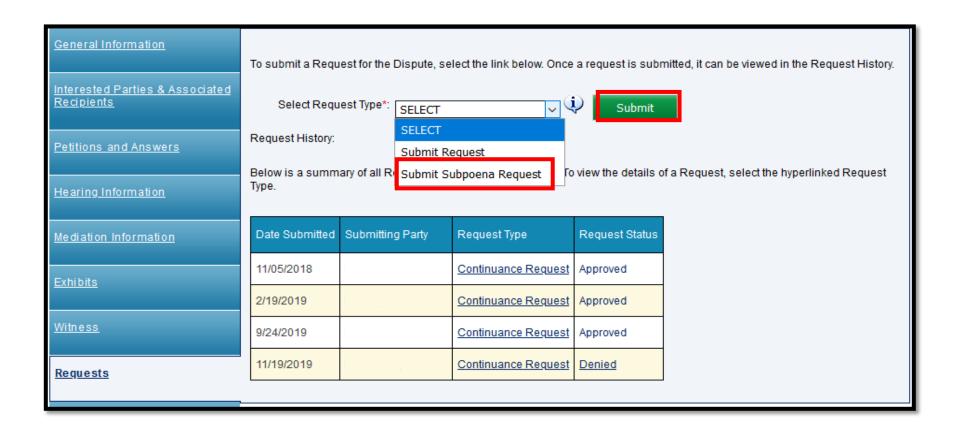


Other examples of a request type generating an additional task for the appropriate recipient:

- Request a Hearing generates a task for the Assigned Judge.
- Voluntary Mediation Requests generate a task for the selected Voluntary Mediation Judge.
- Interpreter Requests generate a task for the Judge Secretary.

Submitting a Subpoena Request

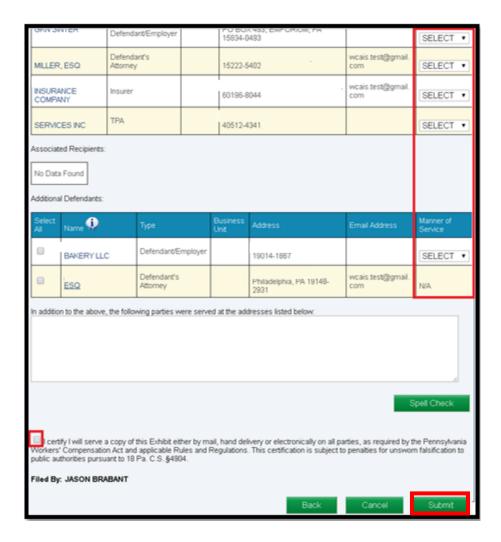
To submit a Subpoena Request, choose **Submit Subpoena Request** from the **Select Request Type** dropdown on the Requests tab of the Dispute Summary and then click **Submit**.



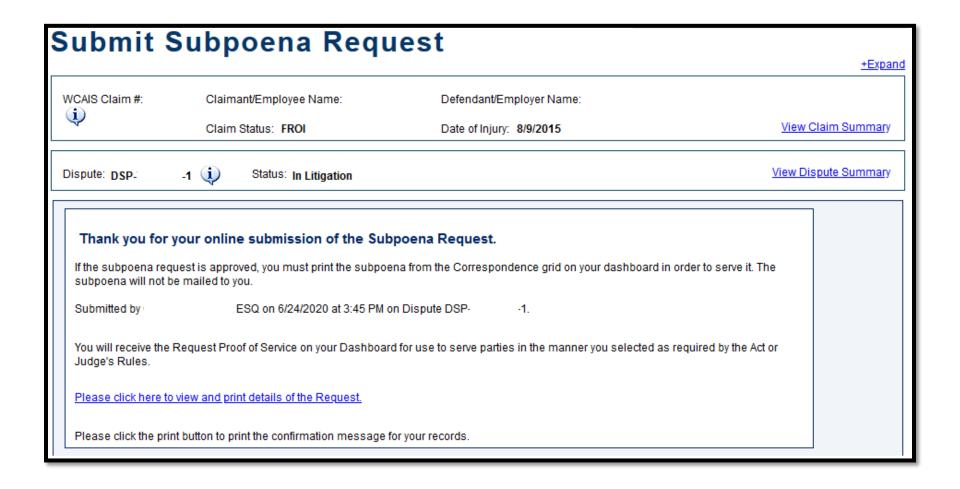
Complete the required subpoena information and click the **Continue** button to move through the process.

Enter Party Information	Complete the information below regarding the Subpoena Request. Note: Subpoenas may not be served until 10 days from date of issuance unless waived by agreement of the parties. If the subpoena request is approved, you must print the subpoena request is approved, you must print the subpoena request is approved.				
2 Complete Subpoena Request	from the Correspondence grid on your dashboard in order to serve it. The subpoena will not be mailed to you.				
Request	Enter whom this subpoena is being issued to:				
3 Certification	Name*:				
	Address Line 1*:				
	Address Line 2:				
	City/Town*:				
	State/Province/Region*:				
	Zip/Postal Code*:				
	County: V				
	Country: United States				
	Select the required action for the subpoena recipient*: O Provide Deposition (including Records Deposition)				
	Back Cancel Continue				

- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.



Once the request has been successfully submitted, a confirmation message will appear.

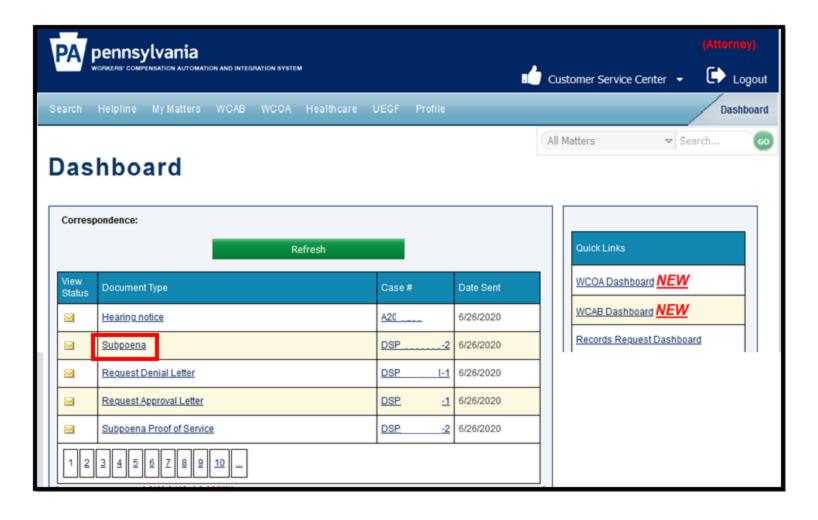


A Request Proof of Service document will appear in the Correspondence grid on the dashboard to use to serve the other parties in the manner which was selected.

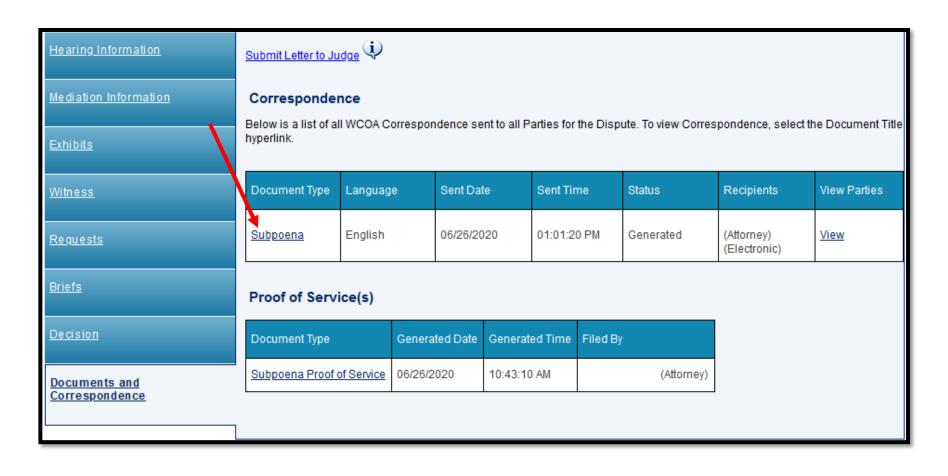
Das	hboard			
Alerts:				
Date	Alerts			Quick Links
No Data	Found			WCOA Dashboard NEW
Corresp	ondence:	WCAB Dashboard NEW		
	Refresh	Records Request Dashboard File a WCOA Petition		
View Status	Document Type	Case#	Date Sent	Judges' Procedural Questionnaires
	Request Proof of Service	DSP- -2	5/26/2020	Additional Dashboard Items:
M	Request for Entry of Appearance	<u></u>	5/13/2020	My Claims V
=	Request for Entry of Appearance		5/13/2020	
M	Request for Entry of Appearance		3/31/2020	Add Item
M	Request for Entry of Appearance		3/31/2020	
1 2	3 4 5 6 7 8 9 10			

NOTE: The Subpoena Request proof of service provides the filing party with a copy of the Subpoena *request*. This is not the executed Subpoena.

If the Judge approves the Subpoena Request, the Subpoena will generate in the Correspondence grid on the filing party's Dashboard to serve as indicated. Paper Subpoenas will not be mailed by the WCOA.



A copy of the Subpoena will also remain in the Documents and Correspondence tab of the Dispute Summary as shown below.

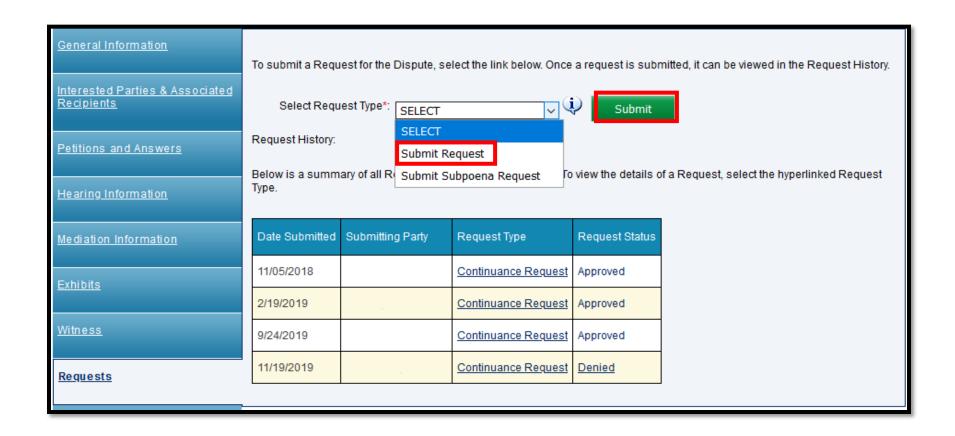


Submitting a Request to the Mediating Judge

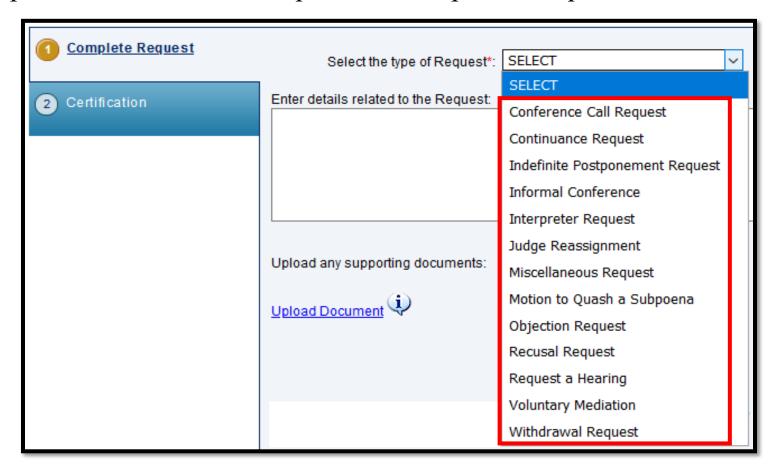
The following request types can be submitted to the Mediating Judge:

- 1. Continuance Request
- 2. Conference Call Request
- 3. Interpreter Request
- 4. Miscellaneous Request

From the **Requests** tab of the **Dispute Summary**, choose **Submit Request** from the dropdown menu and click **Submit**.

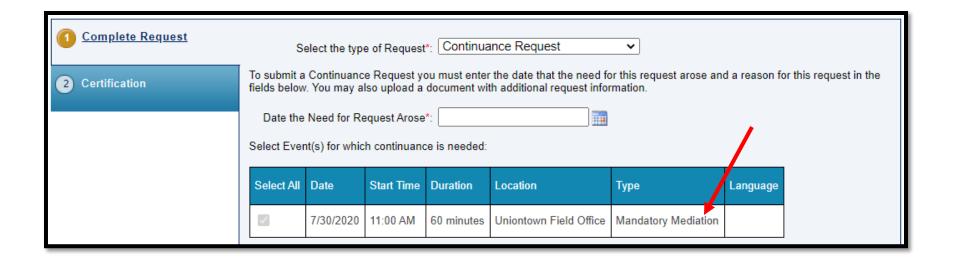


Choose the request type: Conference Call Request, Continuance Request, Miscellaneous Request, or Interpreter Request.



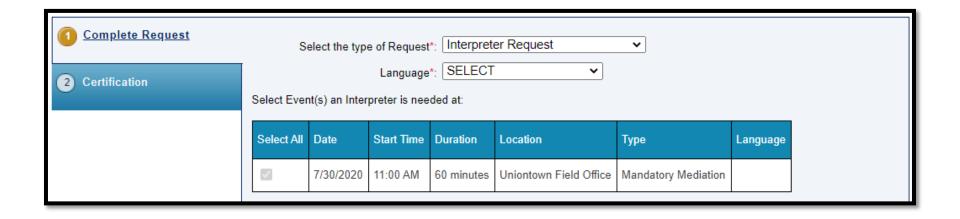
NOTE: To see an explanation of each request type, see the Requests Tip Sheet.

When selecting a Continuance Request related to a mediation, be sure that the mediation event is selected to ensure the request is assigned to the <u>Mediating</u> Judge.



NOTE: Be aware that multiple events may be scheduled, i.e. Hearing and Mediation. Be sure to select the Mediation event so that the Request goes to the Mediating Judge.

When selecting an Interpreter Request related to a mediation, be sure that the mediation event is selected to ensure the request is assigned to the <u>Mediating</u> Judge's Secretary.



NOTE: Be aware that multiple events may be scheduled, i.e. Hearing and Mediation. Be sure to select the Mediation event so that the Request goes to the Mediating Judge's Secretary.

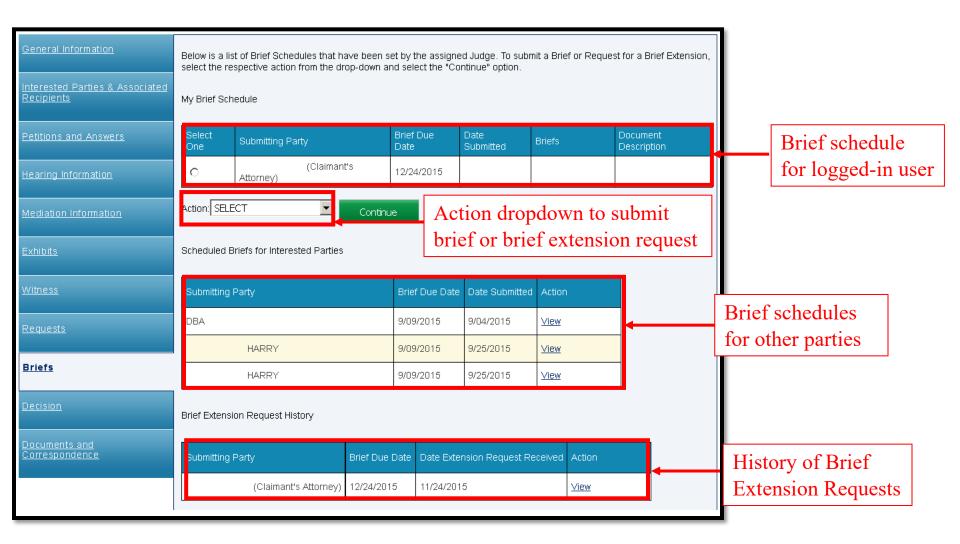
When selecting a Miscellaneous Request or Conference Call Request, be sure to select the Mediating Judge from the dropdown box to ensure the Request is assigned to the Mediating Judge.

1 Complete Request	Select the type of Request*:	: Conference Call Request V				
2 Certification	To submit a Conference Call you must specify a reason for this request in the field below. You may also upload a document with additional request information.					
	Select Judge*:					
	Reason for Request*:	Beck, Lawrence Benedict, Alfred				
		Yanity, Gerald				
Complete Request						
1 Complete Request	Select the type of Request*:	Miscellaneous Request V				
<u> </u>	0-11 1	16-7- 0II				
2 Certification	Select Judge*:					
2 Certification	Select Judge*: Enter details related to the Request o	Beck, Lawrence				

NOTE: Be aware that multiple Judges, i.e. Assigned Judge and Mediating Judges may appear in the dropdown. Be sure to select the appropriate Mediating Judge.

DISPUTE SUMMARY:

Briefs tab



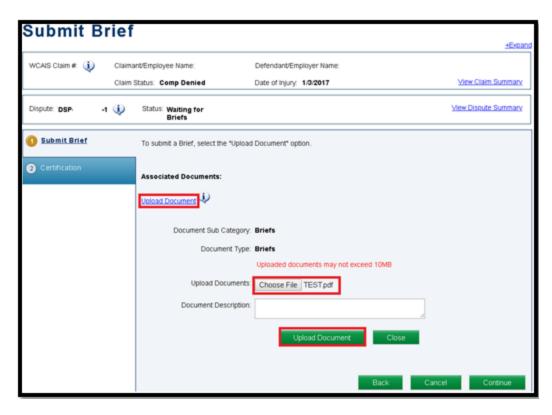
Submitting a Brief

Select the radio button next to the brief schedule, select **Submit Brief** from the **Action** dropdown, and click **Continue**.

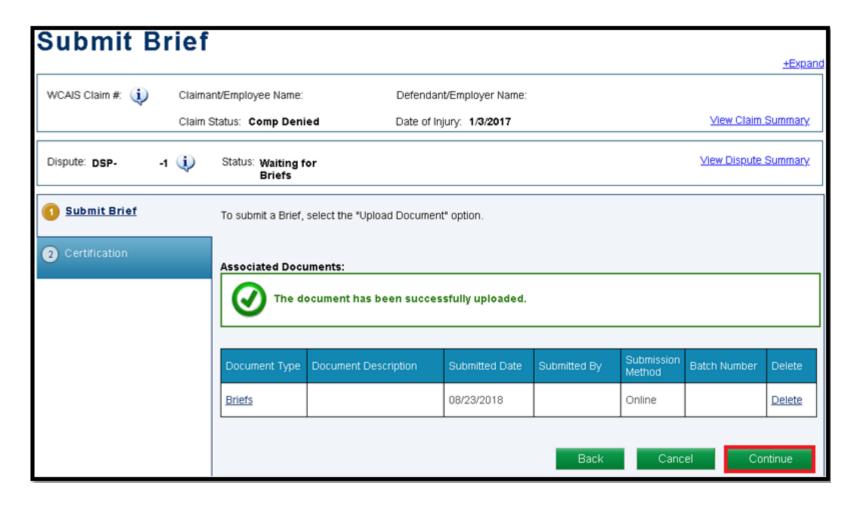
Dispute Summary									
WCAIS Claim #: (i) Claima	nt/Employee Name:	Defendant/E	mployer Name:		1204013				
Claim Status: Comp Denied (Date of Injury	y. 1/3/2017		View Claim Summary				
Dispute: DSP1 🕠				У	New Dispute Summary				
General Information Below is a list of Brief Schedules that have been set by the assigned Judge. To submit a Brief or Request for a Brief Extension, select the respective action from the drop-down and select the "Continue" option.									
Interested Parties & Associated Recipients	My Brief Schedule								
Petitions and Answers	Select Submitting Party		Brief C Date	Due Date Submitted	Briefs	Document Description			
Hearing Information	Attorney) (A	(Additional Defendant Attorney)							
Mediation Information	Action: Submit Brief Continue								
Exhibits Scheduled Briefs for Interested Parties									
Witness	Submitting Party		Brief Due Date	Date Submitted	Action				
Requests	(Claimant's Attorney)		9/17/2018						
	(Defendar	nt's Attorney) 7	7/2/2018	5/10/2018	⊻iew				
<u>Briefs</u>						J			

NOTE: There <u>must</u> be a brief schedule set for the logged-in user in order to select the radio button next to the user's brief schedule. If there's no brief schedule set or one is set for the incorrect party, contact the Judge's office.

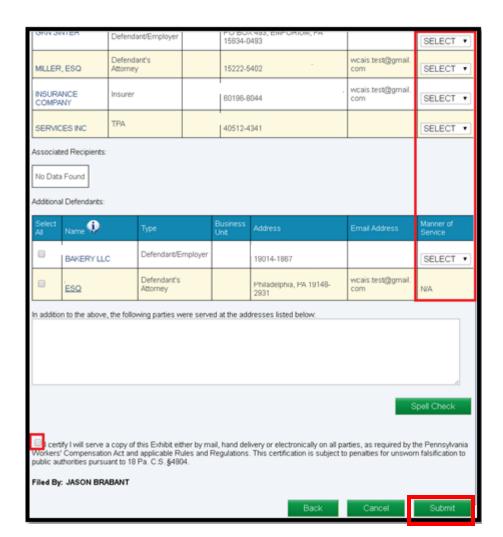
- Click the Upload Document link to open additional fields.
- Click **Choose File**, locate the document (must be in PDF format), double click on the document.
- Once the document is ready for upload, the name of the document will appear next to the **Choose File** button.
- Click Upload Document.



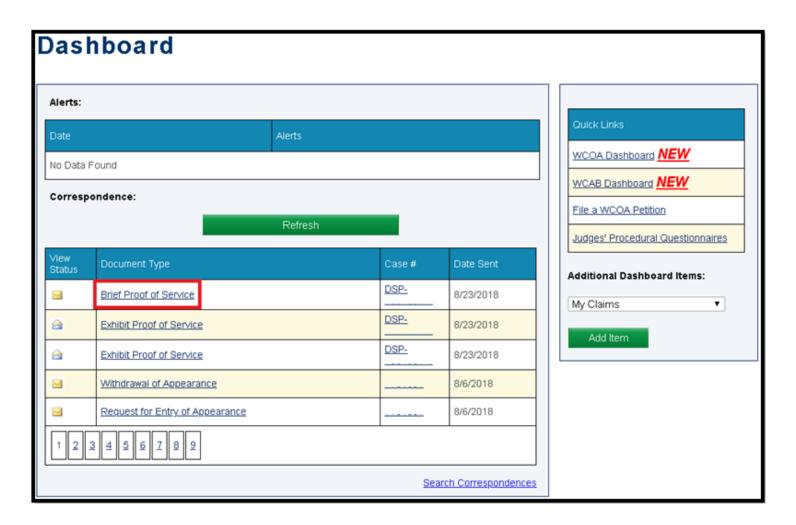
- When the document uploads successfully, a success message will appear and the document will appear in a grid below.
- Click Continue.



- Indicate the Manner of Service for each party.
- Check the "I certify" box and click Submit.



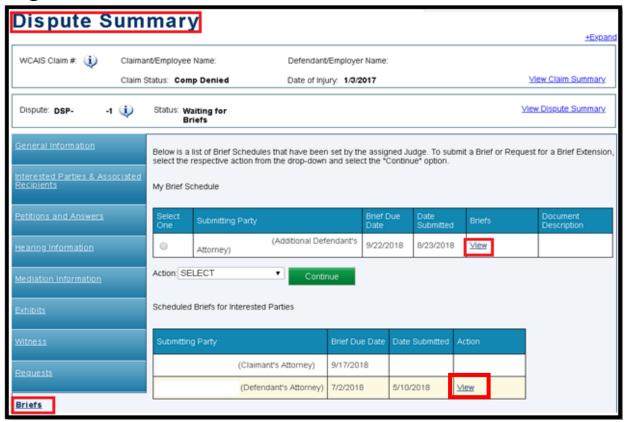
A **Brief Proof of Service** document appears in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner selected.



Any time a user files a Brief, the Litigating Judge will receive a notification on their Dashboard:



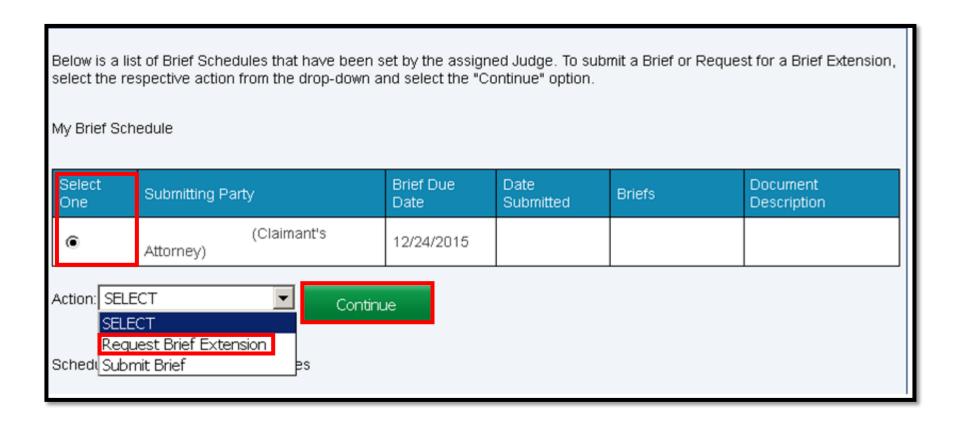
- You can view your brief in the My Brief Schedule grid on the Briefs tab of the Dispute Summary.
- To view briefs submitted by other parties, click the <u>View</u> link in the bottom grid.

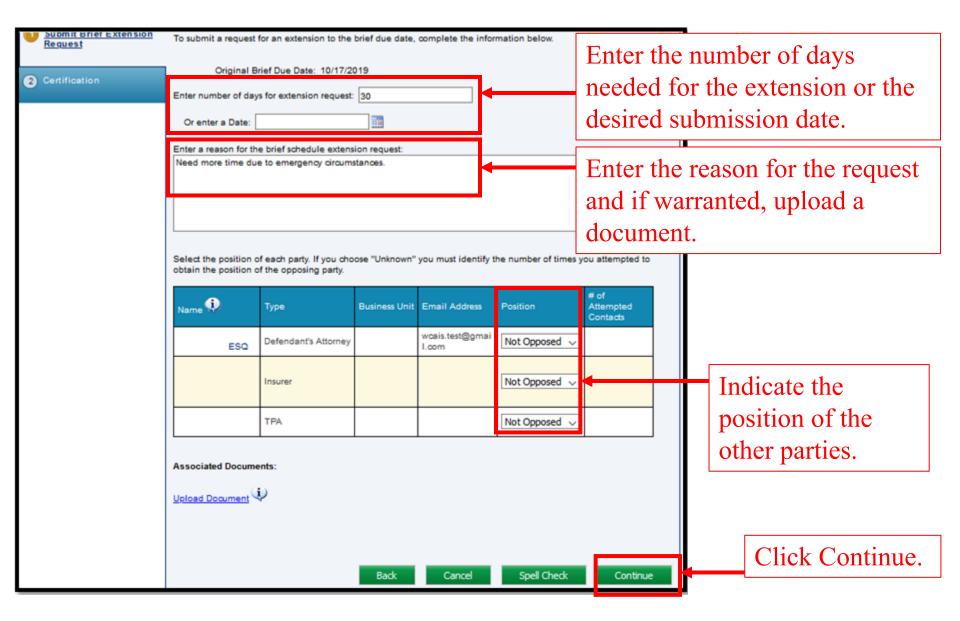


NOTE: Multiple briefing documents can be submitted on the same schedule by repeating the steps.

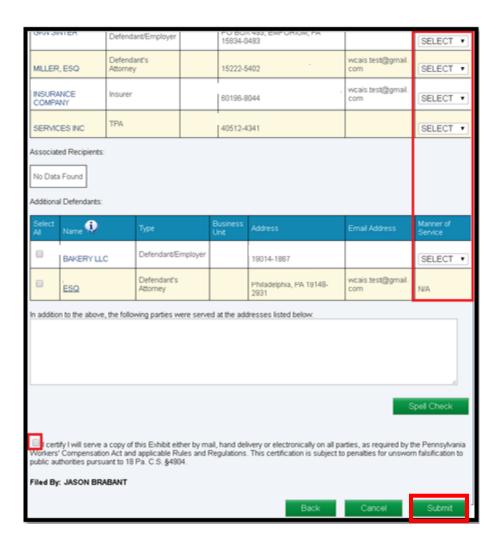
Requesting a Brief Extension

- To submit a brief extension request, there <u>must</u> be a brief schedule set for the logged in user.
- Click the radio button to the left of the brief schedule and then select **Request Brief Extension** and click **Continue**.

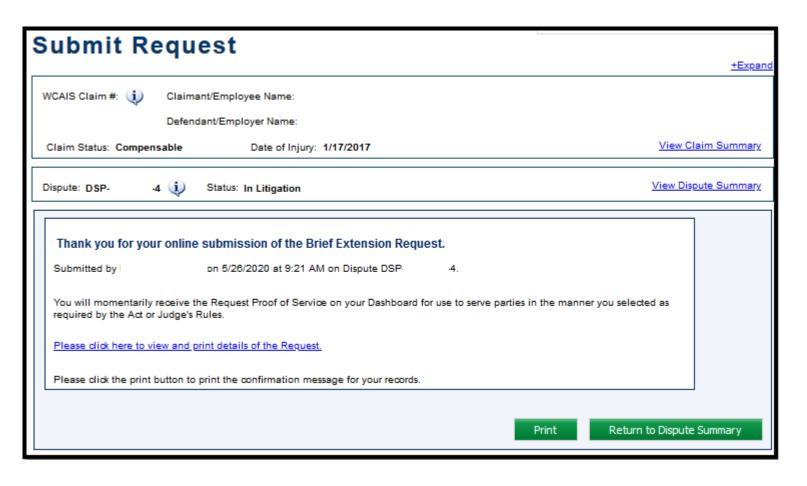




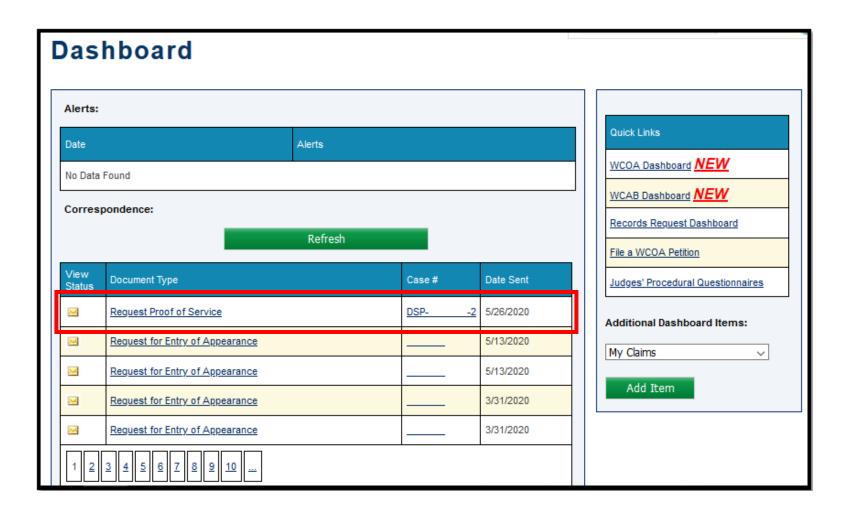
- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.



Once the Brief Extension Request has been successfully submitted, a confirmation message will appear.



A **Request Proof of Service** document appears in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner selected.

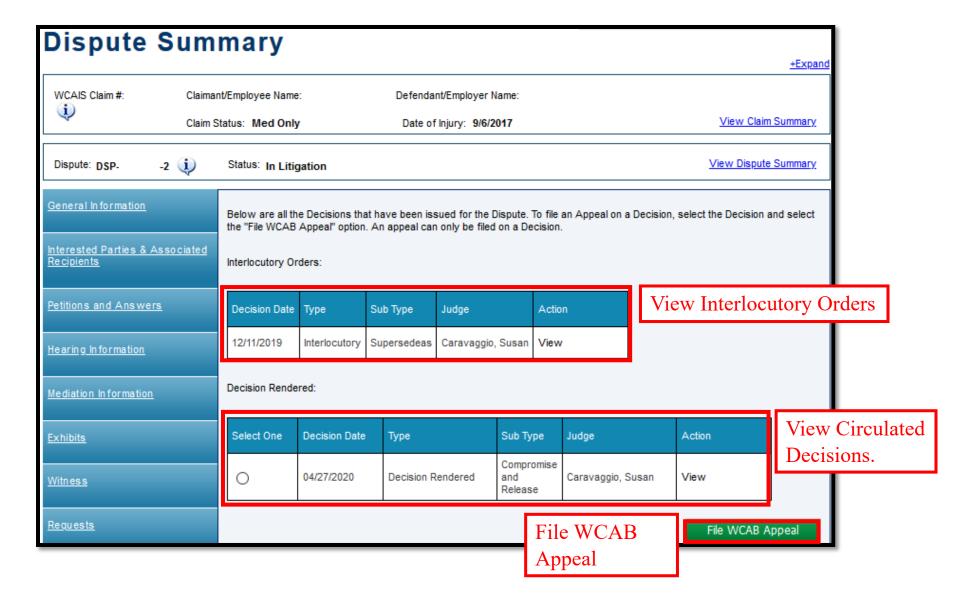


A **Review Request** task appears on the dashboard of the Litigating Judge.

Task Management:			View task Summary For: Highest Priority Go							
								My Task List		
Task	Priority	Assigned Date	Due Date	Assigned By	Status	Entity Type	Entity Number	Identifying Party	Date Received	Do Tit
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP- I-1			
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP1			
Review Subpoena Request - Deposition	Low	6/05/2020	6/10/2020	ESQ.,	New	Dispute Number	DSP1			
<										>

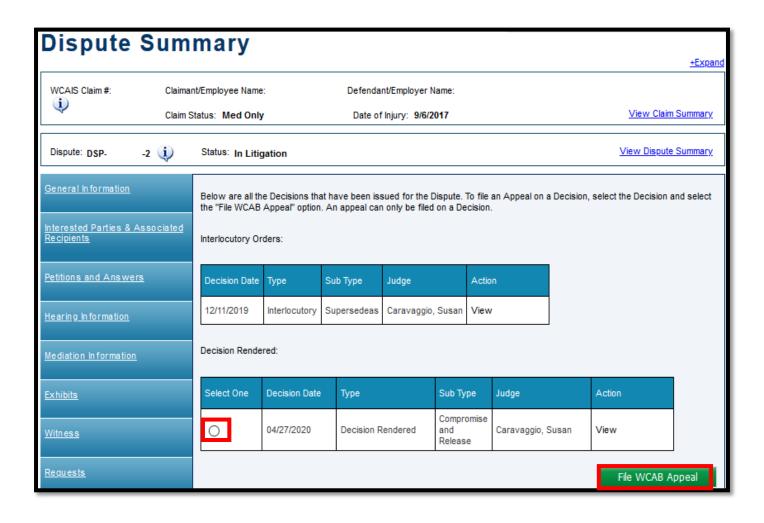
DISPUTE SUMMARY:

Decisions tab

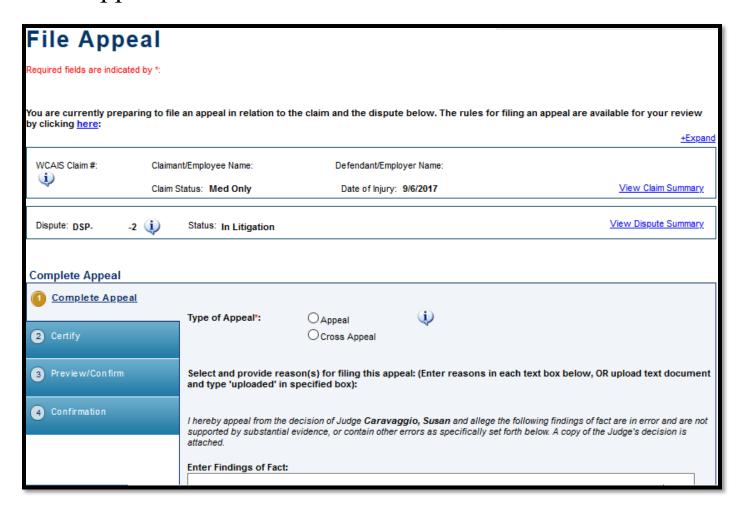


Filing a WCAB Appeal

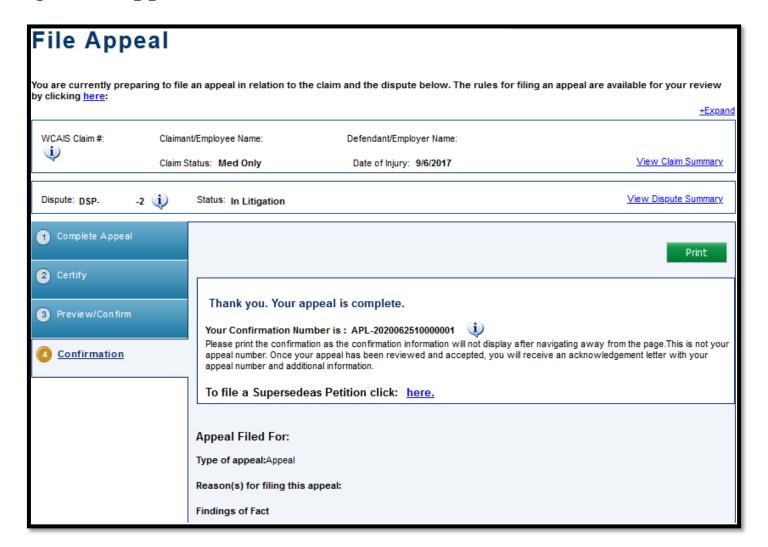
Click the radio button next to the decision to be appealed and then click the **File WCAB Appeal** button.



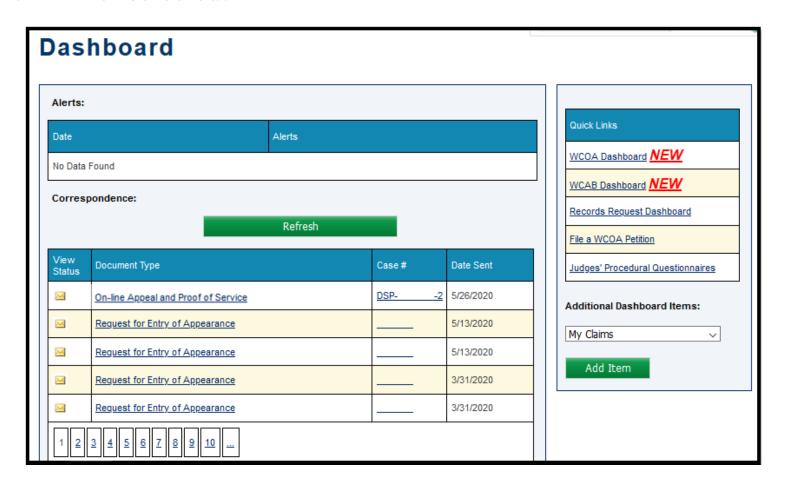
Complete the required fields and click the **Continue** button to move through the tabs on the left. On the final tab, click **Submit** to submit the WCAB appeal.



Once the Appeal has been successfully submitted, a confirmation message will appear.

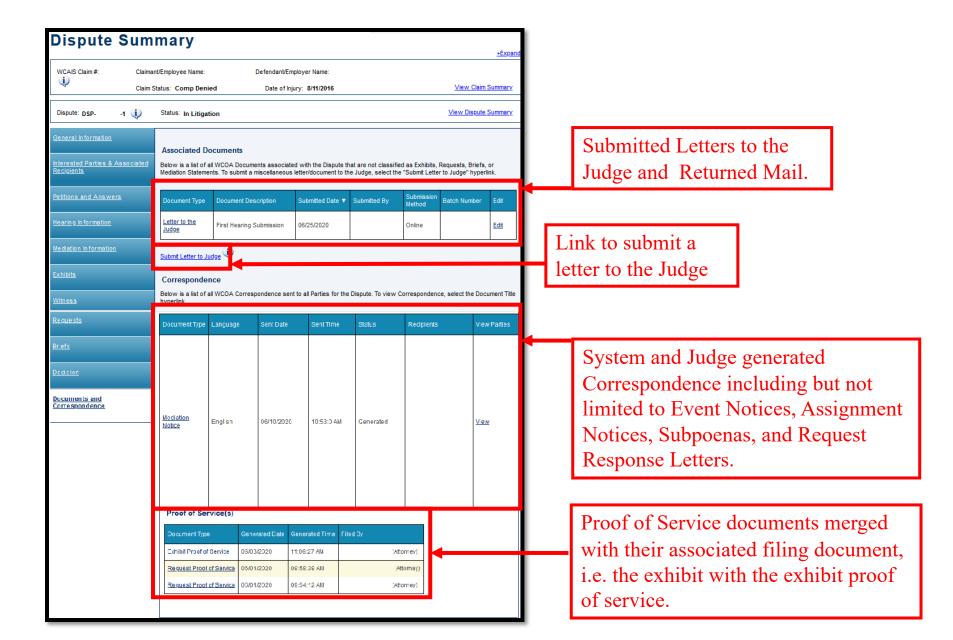


After completing the process to submit a WCAB Appeal, an **On-line Appeal and Proof of Service** document appears in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner selected.



DISPUTE SUMMARY:

Documents and Correspondence tab

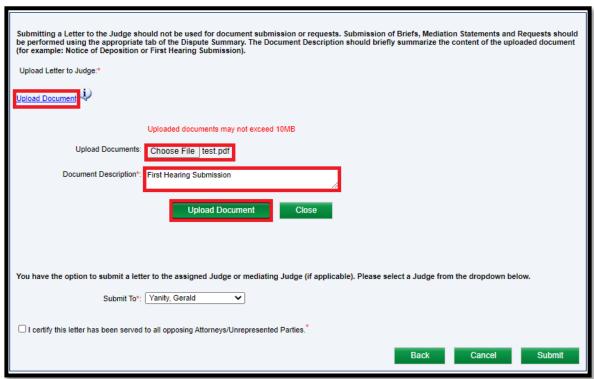


Submitting a Letter to the Judge

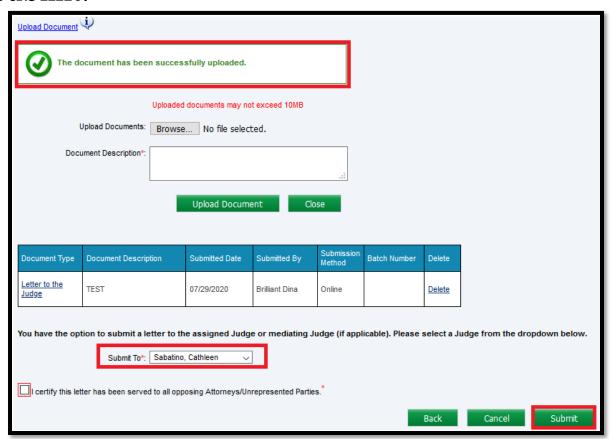
Parties can submit a letter to either the litigating or mediating Judge using the **Submit Letter to Judge** link on the **Documents and Correspondence** tab of the **Dispute Summary**.

Interested Parties & Associated Recipients	Associated Documents Below is a list of all WCOA Documents associated with the Dispute that are not classified as Exhibits, Requests, Briefs, or Mediation Statements. To submit a miscellaneous letter/document to the Judge, select the "Submit Letter to Judge" hyperlink.									
Petitions and Answers	Document Type	Document Desc	cription Sul	omitted Date	Submitted By	Submission Method	Batch Numb	er Edit		
Hearing Information	Letter to the Judge		09/	24/2015		Online		<u>Edit</u>		
Mediation Information	Letter to the Judge		09/	24/2015		Online		<u>Edit</u>		
<u>Exhibits</u>	Submit Letter to Judge									
<u>Witness</u>	Correspondence									
<u>Requests</u>	Below is a list of all WCOA Correspondence sent to all Parties for the Dispute. To view Correspondence, select the Document Title hyperlink.									
<u>Briefs</u>	Document Type	Language	Sent Date	Sent Time	Status	Recipients		View Parties		
<u>Decision</u>										
<u>Documents and</u> <u>Correspondence</u>										

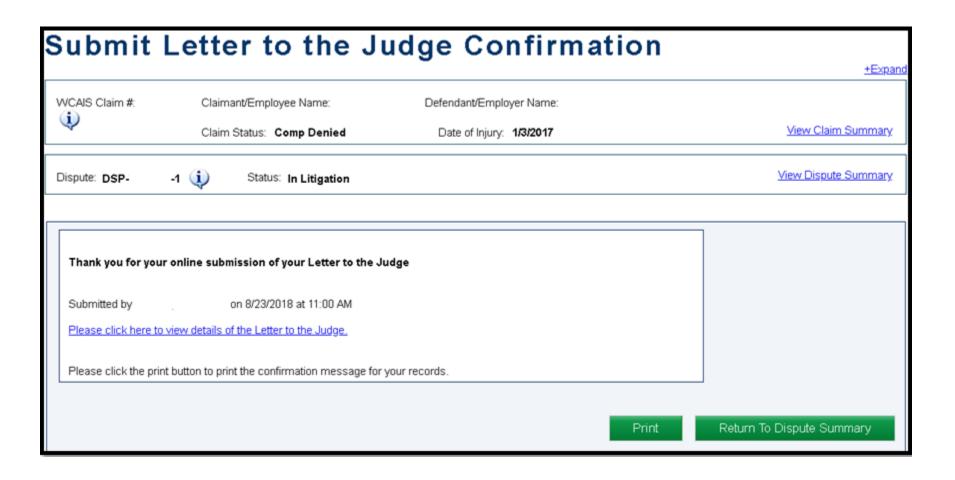
- Click the Upload Document link to open additional fields.
- Click **Choose File**, locate the document (must be in PDF format), double click on the document.
- Once the document is ready for upload, the name of the document appears next to the **Choose File** button.
- Enter a **Document** Description.
- Click Upload Document.



- When the document is successfully uploaded, a success message will appear.
- The **Submit To** dropdown defaults to the Litigating Judge but the user can select a Mediating Judge instead, if desired.
- Check the "I certify" checkbox.
- Click Submit.



Once the Letter to the Judge has been successfully submitted, a confirmation message will appear.



Any time a user files a Letter to the Judge, the selected Litigating or Mediating Judge will receive a notification on their Dashboard:

Notifications: View all My Notifications						
Notifications	Status	Date				
A Letter to Judge with Document Description Notice of Deposition of Cl		<u> </u>	4/29/2020			
A Letter to Judge with Document Description Letter to Judge Wertheimer		<u>@</u>	4/29/2020			
A Letter to Judge with Document Description Letter regarding testimony		4/29/2020				
The following Dispute was reassigned on 4/30/2020: DSP	⊠	4/29/2020				
has submitted an exhibit on 4/29/2020. The Exhibit is av	M	4/29/2020				
has submitted an exhibit on 4/29/2020. The Exhibit is ava	M	4/29/2020				
A brief was received from on 4/28/2020 for Dispute DSP		M	4/28/2020			

The Judge sees the **Document Description** in the Letter to Judge notification. Therefore, it is important to accurately and briefly identify the subject of the letter upon upload.

Notification Details		
Date: Apr 29, 2020		
From:		
A Letter to Judge with Document Description Letter to Judge Wertheimer re extension of Supersedeas Evidence Deadline has been for DSP. 1 This document is available for viewing in the Dispute Summary. Assigned to Wertheimer re extension of Supersedeas Evidence Deadline has been for DSP. 1		
Click here to go to the Documents and Correspondence tab		
Click here to download the Letter to the Judge		
<u> </u>	lack	Delete

- **Do not** make a request or upload exhibits as a Letter to the Judge.
- Requests should be used if you are asking for the Judge to take or refrain from taking some sort of action.
- If you are just informing the Judge, please use Letter to the Judge.
- All evidence must be submitted as an exhibit.

Letters submitted to the **Mediating** Judge are viewable in the **Letters to the Judge** grid on the **Mediation Information** tab of the Dispute Summary.

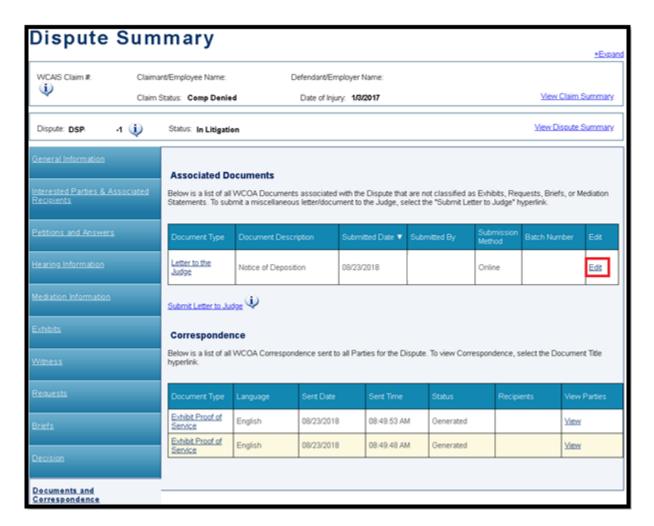
Mediation Information Exhibits		n History:	one held for this	Disnute							
Witness	Below is a list of Mediations held for this Dispute. Date Status Judge Start Time Duration Type Location Language										
Requests	5/20/2020	Scheduled	Cicola, David	08:00 AM		Mandatory	Johnstown				
<u>Briefs</u>	Mediation Statements:										
Decision	Below is a list of Mediation Statements that have been submitted by the parties. To view a Statement, sele										
<u>Documents and</u> <u>Correspondence</u>	Submitting Party Date Submitted Mediation Date Mediation Judge Action No Data Found										
	Letters to the Judge:										
	Document Description		Submitte	Submitted Date Sub		Submitted By		ge Action			
								<u>View</u> <u>Edit</u>			

NOTE: Letters to the Judge are not confidential.

Letters to the **Litigating** Judge appear in the **Associated Documents** grid on the **Documents and Correspondence** tab of the Dispute Summary.

Interested Parties & Associated Recipients	Associated Documents Below is a list of all WCOA Documents associated with the Dispute that are not classified as Exhibits, Requests, Briefs, or Mediation Statements. To submit a miscellaneous letter/document to the Judge, select the "Submit Letter to Judge" hyperlink.									
Petitions and Answers	Document Type	Document Description		Submitted Date Submitted By		Submission Method	Batch Number	Edit		
Hearing Information	<u>Letter to the</u> <u>Judge</u>		C	09/24/2015		Online		<u>Edit</u>		
Mediation Information	Letter to the Judge		C	09/24/2015		Online		Edit		
<u>Exhibits</u>	Submit Letter to Judge 🔹									
Witness	Correspondence									
<u>Requests</u>	Below is a list of all WCOA Correspondence sent to all Parties for the Dispute. To view Correspondence, select the Document Title hyperlink.									
<u>Briefs</u>	Document Type	Language	Sent Date	Sent Time	Status	Recipients	V	iew Parties		
<u>Decision</u>										
Documents and Correspondence										

The filing party and the Judge's office have the ability to edit the description of the Letter to the Judge, in the event of a mistake, by clicking the **Edit** link.



- The **Document Description** field will become editable.
- Make changes and then click the Save link.



